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THE ANDHRA PRADESH GAZETTE

PUBLISHED BY AUTHORITY

PART I EXTRAORDINARY

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NOTIFICATIONS BY GOVERNMENT

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DEPARTMENT FOR WOMEN, CHILDREN, DIFFERENTLY ABLED & SENIOR CITIZENS

(Prog.I)

JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2015 - ANDHRA PRADESH FOSTER CARE GUIDELINES-2021.

[G.O.Ms.No.28, Department for Women, Children, Differently Abled & Senior Citizens (Prog.I), 20th October, 2021.]

NOTIFICATION

In exercise of the powers conferred under sub-section (7) of section 44 of the Juvenile Justice (Care and Protection of Children) Act, 2015(Central Act 2 of 2016), the Governor of Andhra Pradesh hereby makes the following Guidelines, namely-

Chapter-I

Preliminary

1. Short Title:

These Guidelines may be called the ANDHRA PRADESH GUIDELINES FOR FOSTER CARE, 2021.

2. Definitions :

(A) In these Guidelines, unless the context otherwise requires:

(i) "Abandoned Child" means a child deserted by his biological or adoptive parents or guardians, who has been declared as abandoned by the Committee after due inquiry;

(ii) "Act" means the Juvenile Justice (Care and Protection of Children) Act, 2015 (Central Act 2 of 2016);

(iii) "Adoption" means the process through which the adopted child is

permanently separated from his biological parents and becomes the lawful child of his adoptive parents with all the rights, privileges and responsibilities that are attached to the biological child;

(iv) "Aftercare" means making provision of support, financial or otherwise, to persons, who have completed the age of eighteen(18) years but have not completed the age of twenty-one(21) years, and have left any institutional care to join the mainstream of the society;

(v) "Best Interest of child" means the basis for any decision taken regarding the child, to ensure fulfillment of his basic rights and needs, identity, social well-being and physical, emotional and intellectual development;

(vi) "Care Givers" means staff appointed for providing care and protection to children placed in fit facility for Group foster care;

(vii) "Child Care Institution" means Children's Home, Open Shelter, Observation Home, Special Home, Specialised Adoption Agency and a Fit facility recognised under the Juvenile Justice (Care and Protection of Children) Act, 2015 for providing care and protection of children, who are in need of such services;

(viii) "Child" means a person who has not completed eighteen(18) years of age; as defined under the Act;

(ix) "Committee" means the Child Welfare Committee (CWC) constituted under section 27 of the Juvenile Justice (Care and Protection of Children) Act, 2015;

(x) "Convention on the Rights of the Child" means the United Nation's Convention on the Rights of the Child 1989;

(xi) "District Child Protection Unit" means a Child Protection Unit for a District, established by the State Government under section 106 of the Juvenile Justice (Care and Protection of Children) Act, 2015;

(xii) "Fit Facility" means a facility run by a Governmental Organization or a registered voluntary or Non-Governmental Organization, prepared to temporarily own the responsibility of a particular child for a specific purpose and such facility is recognized as fit for the said purpose by the Committee.

(xiii) "Foster Care" means placement of a child, by the Committee for the purpose of alternate care in the domestic environment of a family, other than the child's biological family, that has been selected, qualified, approved and supervised for providing such care;

(xiv) "Foster family" means a family found suitable by the District Child Protection Unit to keep children in foster care under section 44 of the Juvenile Justice (Care and Protection of Children) Act, 2015;

(xv) "Group Foster Care" means a family like care in a fit facility for children in need of care and protection who are without parental care with the aim to provide personalised care and a sense of belonging and identity;

(xvi) "Guardian", in relation to a child, means his natural guardian or any other person, having, in the opinion of the Committee, the actual charge of the child, and recognised by the Committee as a guardian in the course of proceedings;

(xvii) "Home Study Report" means a report containing details of the prospective foster family which includes social and economic status; family background; description of home; standard of living; current relations amongst the members of family; health status etc.

(xviii) "Kinship Care" is family-based care within the child's extended or joint family

(xix) "Orphan" means a child –

(i) who is without biological or adoptive parents or legal guardian; or
(ii) whose legal guardian is not willing to take, or capable of taking care of the child;

(xx) "Pre–adoption foster care" means a stage when the custody of a child is given to prospective adoptive parents, pending adoption order from the court as per Regulations Governing Adoption of Children, 2016.

(xxi) "Specialised Adoption Agency" means an institution established by the State Government or by a voluntary or non-governmental organization and recognized under section 65 of the Act for housing orphans, abandoned and surrendered children, placed there by order of the Committee, for the purpose of adoption;

(xxii) "State Adoption Resource Agency" means the agency setup by the State Government for dealing with adoption and related matters under section 67 of the Act;

(xxiii) "State Government" in relation to a Union Territory means the Administrator of that Union Territory appointed by the President under Article 239 of the Constitution;

(xxiv) "Surrendered Child", means a child, who is relinquished by the parent or guardian to the Committee, on account of physical, emotional and social

factors beyond their control and declared as such by the Committee;

(B) Definitions from Model Juvenile Justice Rules, 2016

(i) "Case Worker" means a representative from a registered voluntary or Non – Governmental Organization who shall accompany the child to the Board or the Committee and may perform such tasks as may be assigned to him by the Board or the Committee;

(ii) "Child Adoption Resource Information and Guidance System" means an online system for facilitating and monitoring the adoption program;

(iii) "Child Study Report" means the report which contains details about the child, such as his date of birth and social background;

(iv) "Individual care plan" is a comprehensive development plan for a child based on age and gender specific needs and case history of the child, prepared in consultation with the child, in order to restore the child's self-esteem, dignity and self-worth and nurture him into a responsible citizen and accordingly the plan shall address the following, including but not limited to, needs of a child, namely:-

(a) Health and Nutrition needs, including any special needs;

(b) Emotional and psychological needs;

(c) Educational and training needs;

(d) Leisure, creativity and play;

(e) Protection from all kinds of abuse, neglect and maltreatment;

(f) Restoration and follow up;

(g) Social mainstreaming;

(h) Life skill training.

(C) All words and expressions used but not defined in these Guidelines shall have the same meaning as assigned to them in the Juvenile Justice (Care and Protection of Children) Act, 2015.

3. Premise

Non-formal Kinship Care

In India, non- formal kinship care is strong. Children without families or with families who are unable to take care of them are provided care by the members of the joint/extended family members. The Model Guidelines did not formalize this arrangement as such care is embedded in our social milieu and such non-formal kinship will continue as it is traditionally practiced in the country and will not be covered

under these guidelines. In case such non-formal Kinship Care requires financial support it shall be considered under sponsorship program as provided for under the Act or any other program of the State Government.

Kinship Care is when children are looked after by relatives or family members who are not their biological parents. This can be either short-term or long-term.

Kinship care can also be applicable to someone, who is not a blood relative but is considered to have the same family-like ties and obligations toward the child and where the child remains within the same community that he or she would, if staying with a member of the biological family. Such arrangements may be necessary when a biological mother and/or father die or when it is felt to be in the best interests of the child.

In order to promote de-institutionalization of children, the same foster care guidelines will also be applicable for kinship care in Andhra Pradesh.

The priority shall be given for placing the eligible children of 6-18 years under Kinship Care. In case the blood relatives, family members are not available / not willing to look after the children, the next option will be Foster Care.

National Policy for Children, 2013

The National Policy for Children adopted in 2013 recognises that all children have the right to grow in a family environment, in an atmosphere of happiness, love and understanding. The family or family environment is most conducive for the all-round development of children and they should not to be separated from their parents, except where such separation is necessary in their best interest.

4. Foster care

According to section 44 of the Juvenile Justice (Care and Protection of Children) Act, 2015 children in need of care and protection may be placed in foster care, including group foster care for their care and protection through orders of the Committee. Placement may be,

(a) in a family which does not include the child's biological or adoptive parents i.e., in an unrelated family recognized as suitable for a short or extended period of time;

(b) in a fit facility recognised under the Act for group foster care

4.1. Foster Care is an arrangement whereby a child is placed for the purpose of alternate care in the domestic environment of a family, usually on a short term or

extended period of time, with unrelated family members for purpose of care and protection.

4.1.1. While placing a child in foster care, preference is given to those families that share similar cultural, tribal and /or community connection. Foster Care can be short term or for extended period of time depending upon the needs of the child. The situations under which Foster Care can be given will rest on the Child Welfare Committees based on their assessment of the individual case presented before them.

Explanation:

(a) Foster care for short term period means for a period of not more than one (year.

(b) Foster care for extended period of time is placement of a child by the Committee for a period exceeding one (1) year. The duration whether short or long term will also be based on the assessment of the compatibility of the child with the foster care parents. The period of placement can be periodically extended by the Committee till the child attains eighteen (18) years of age.

4.1.2 Group foster care is defined as a family like care in a fit facility for children in need of care and protection who are without parental care. The aim is to provide personalised care and a sense of belonging, identity and emotional security.

Group foster care is also practiced as an intermittent arrangement suitable for children picked up from streets before placing them in family foster care. Such placements help to make seamless transition from group to family care. This placement aims to wean the children from street life. It can also help in de-institutionalising a child in providing alternate care to the child. Hence, Group Foster care is practiced as a family setting where a group of unrelated children are placed under the care of foster care givers in a fit facility.

4.1.3 There are various models of group foster care which are being practiced across the country. These models are providing both short term and extended security and stability to a limited number of children in as close as possible family like settings or atmosphere. But they all must be registered as fit facility under Juvenile Justice(Care and Protection of Children) Act,2015 and the placement of children is to be as per the orders of Child Welfare Committees.

5.Fundamental Principles of Foster Care

(1) Family or a family like environment is most conducive for a child and every child has the right to grow in such an environment;

(2) Recognizing that every child has the right to grow in a family environment, every attempt must be made to reunite the child with his biological family by

strengthening the biological family through a planned process;

(3) All decisions, initiatives and approaches falling within the scope of the present guidelines are to be made on a case-by-case basis, based on the principles of necessity and appropriateness with a view to ensure the child's safety and security, and must be grounded in the best interests of the child; He/she should be informed and prepared throughout the process;

(4) All decisions, initiatives and approaches falling within the scope of the present guidelines must respect the child's right to be consulted and to have child's views duly taken into account in accordance with his evolving capacities; with full participation of families and legal guardians where available;

(5) Siblings and twins should be placed in one family or fit facility; the limit on number of children to be placed in a single family or fit facility can be relaxed in such a case.

(6) The separation of siblings may be considered in certain situations-

(a) If One of the siblings is unwilling to go for Kinship / Foster Care;

(b) If one of the siblings is a special need child;

(c) If age difference of the siblings is far apart.

6. Placement of the child in family or group foster care

(i) The appropriateness of placement of a child in family foster care or in group foster care in a fit facility may be determined by Chile Welfare Committee. Some of the factors to be borne in mind while taking the decision are given below:

- level of trauma experienced by a child;
- history of drug addiction;
- level and type of disability;
- social behavior;
- requirement of any specialized care, terminal illness etc.,
- need to de institutionalize a child; and
- availability of facilities.

(ii) Preference and consent of the child, or parents or guardians, as the case may be;

(iii) Availability of the option;

(iv) Suitability of the option.

7. Children eligible for foster care

Children in the age group of 0 to 6 years who are being considered by the Committee as legally free for adoption and those who have been declared legally free for adoption shall not as far as possible be considered for placement in foster care. Such children shall be provided a permanent family through adoption as per Adoption Regulations.

(A) Children who are not being adopted after being declared legally free for adoption by Child Welfare Committee(CWC)

1) The following categories of such children may be considered for Foster Care in following circumstances:

(i) If adoptable children between the age of six (6) to eight (8) years do not get a family either in in-country adoption or in inter-country adoption within a period of two (2) years after they are declared legally free for adoption by Child Welfare Committee, they are eligible to be placed in family foster care or group foster care, as the case may be, by the Committee on the recommendation of District Child Protection Unit (DCPU) or Specilized Adoption Agency (SAA).

(ii) Children in the age group of eight (8) to eighteen (18) years, who are legally free for adoption but have not been selected by any Prospective Adoptive Parent (PAP) for one (1) year are eligible to be placed in family foster care or group foster care, as the case may be, by the Committee on the recommendation of District Child Protection Unit or Specialised Adoption Agency.

(iii) Children with special needs irrespective of the age, who do not get a family either in in-country adoption or in inter-country adoption within a period of one(1) year after they are declared legally free for adoption by Child Welfare Committee, are eligible to be placed in family foster care or group foster care, as the case may be, by the Committee on the recommendation of District Child Protection Unit or Specialized Adoption Agency, provided the Home Study Report(HSR) of the foster family supports their fitness and group setting has facilities for care of such children.

(a) The capacities of the foster family to manage the child shall determine the placement of special need children in that family.

(b) Similarly, the placement of special need children in a fit facility shall be determined by the availability of facilities required for such children in a fit facility.

(iv) Where the child has remained with a foster family for a minimum of five(5) years other than in pre-adoption foster care, the foster family may apply for adoption of the child. Such foster parents will have to register on a separate page created on Child Adoption Resource Information and Guidance System under the Adoption Regulations, 2016.

(B) Children who may be deinstitutionalized and placed in Group Foster care

(i) Children in the age group of 6-18 years, who have been staying in child care institutions and have not been declared legally free may be placed in foster care based on their individual care plan developed in the institution;

(ii) Children, whose parents are terminally ill and have submitted a request to the Committee or the District Child Protection Unit(DCPU) for taking care of their child as they are unable to take care of their child;

(iii) Children identified by District Child Protection Unit(DCPU) such as those:-

- whose parents are mentally ill and are unable to take care of the child;
- whose one or both parents are in jail;
- who are victims of physical, emotional or sexual abuse, natural / manmade disasters, agrarian distress, domestic violence etc.,

8. Rights and Responsibilities of foster family/ care givers of the fit facility

8.1. Rights of a Child under Foster care

(i) Child Welfare Committee, in conjunction with district and State functionaries shall ensure that the foster child's best interest is upheld and his views are taken into consideration as far as possible in his placement as well as the individual care plan developed;

(ii) Child shall have access to information on the situation of his biological family;

(iii) Child shall have information/ access regarding Government schemes and programs for his/her development.

8.2. The foster parents have following rights:

(i) Right to be heard and respected;

(ii) Right of non – discrimination on the basis of their social origin;

(iii) Right to adopt the child procedure as prescribed in Juvenile Justice Rule 44(v).

8.3. The care givers of the fit facility have following rights:

(i) Right to be heard and respected;

(ii) Right of non-discrimination on the basis of their social origin;

(iii) Right to undergo trainings and counseling;

(iv) Right to resign as per the terms and conditions of appointment and entitled to pay PF/retirement allowances.

9. The foster family has the following responsibilities towards the child placed in their care:

9.1. The Foster family shall,

- provide adequate food, clothing, shelter and education;
- provide care, support and treatment for child's overall physical, emotional and mental health;
- provide vocational training according to the age, developmental needs and interests of the child;
- support higher education requirements;
- ensure protection from exploitation, maltreatment, harm, neglect and abuse and that child's whereabouts are known always;
- respect the privacy of the child and his biological family or guardian, and acknowledge that any information provided about them is confidential and is not to be disclosed to another party without prior consent;
- provide treatment in emergency situations and inform the Committee and biological family about the same which may pass appropriate orders wherever necessary;
- share and discuss information pertaining to the progress of the child in adjusting to the home and school; periodically with the Committee and biological family of the child and produce the child before the Committee as and when directed by the Committee;
- support contact between the child and District Child Protection Unit(DCPU) staff during home visits;

- support contact between the child and his biological family in consultation with the Child Welfare Committee keeping in view the best interest of the child;

9.2. Responsibilities of the care givers of the fit facility:

Besides providing food, boarding, lodging, education and maintaining the standards of care in the fit facility, the care givers shall,-

- share and discuss information pertaining to the progress of the child in adjusting to the home and school; periodically with the Committee and biological family of the child and produce the child before the Committee as and when directed by the Committee;
- support contact between the child and District Child Protection Unit(DCPU) staff during home visits;
- support contact between the child and his biological family in consultation with the Child Welfare Committee, keeping in view the best interest of the child;
- seek approval of the Committee through District Child Protection Unit(DCPU) in advance for serious medical matters such as operatic procedures and the use of anesthesia;
- ensure that the child's whereabouts are known at all times, including reporting any changes in holiday plans and any episodes of running away of child to the committee;
- report to the District Child Protection Unit(DCPU) (PO-NIC) in case of any critical incidents such as injuries (accidental or non-accidental), instances of alleged abuse by any person and any criminal or self-harming behaviors exhibited by the child;
- support initiatives to provide life skills, vocational and higher education to the child.

10. Criteria for Selection of foster family

10.1. As per section 44(2) of the Act, the selection of the foster family may be based on family's ability, intent, capacity and prior experience of taking care of children.

The District Child Protection Unit, while selecting foster family may consider the following illustrative criteria:

(i) Both the spouses must be Indian citizens;

(ii) Both the spouses must be willing to foster the same child;

(iii) Both the spouses must be above the age of thirty five (35) years and must be in good physical, emotional and mental health;

(iv) Ordinarily the foster family should have an income with which they are able to meet the needs of the child;

(v) Medical reports of all the members of the foster care family residing in the premises should be obtained including checks on Human Immuno Deficiency Virus (HIV), Tuberculosis (TB) and Hepatitis B, any other communicable diseases, cancer etc., to determine that they are medically fit;

(vi) Should have adequate space and basic facilities;

(vii) Should be willing to follow rules laid down including regular visits; to doctors; maintenance of child health and their records;

(viii) Should be willing to attend foster care orientation programs organized by the DCPU;

(ix) Must be without criminal conviction or indictment;

(x) Should have supportive community ties with friends and neighbours;

(xi) A single prospective foster parent, whether or not he / she has biological children, can foster a child subject to following, namely:

(a) a single female can foster a child of any gender;

(b) a single male shall not be eligible to foster a girl child;

10.2 Criteria for selecting fit facility for group foster care:

The District Child Protection Unit, while selecting Fit facility for Group foster care may consider the following illustrative criteria:

(i) Registration of the organisation under the Act;

(ii) Recognition as fit facility by Child Welfare Committee for placement of children in group foster care;

(iii) Registration as Non-Governmental Organization on the National Institution for Transforming India Aayog website;

(iv) Existence of Child Protection Policy;

(v) Medical reports of all the care givers of the fit facility should be obtained including checks on Human Immuno Deficiency Virus (HIV), Tuberculosis (TB) and Hepatitis-B, any other communicable diseases, cancer etc., to determine that they are medically fit;

(vi) The care givers shall be without criminal conviction or indictment;

(vii) **Space required:** The accommodation shall be sufficiently spacious with proper amenities for a group of children (maximum 08 children) to reside; could have children from both genders, hence, adequate space to ensure privacy;

(viii) Sufficient space and proper amenities for children;

(ix) Should have an in-house kitchen and separate toilets and bathroom. There should be at least 1 toilet for every four(4) children;

(x) Should preferably have the look and feel of a house providing a family environment, rather than an institutional setting;

(xi) These fit facilities for group foster care shall be located within an existing neighbourhood to encourage local interaction;

(xii) Recruitment procedures of care givers should in accordance with the qualifications as may be prescribed by State Government;

(xiii) Generally they must have empathy and bonding with children;

(xiv) Pre-service training should be provided for each foster care giver in the fit facility for group foster care;

(xv) Should have retirement policy for care givers;

Chapter II: Procedures Related to Placement of Children in Foster Care

District Child Protection Unit is the nodal authority for implementing the foster care programme in a district. All decisions related to placement of a child in foster care are to be taken by the Child Welfare Committee of the district on the recommendation of District Child Protection Unit.

2.1. Procedure for placement of children living in Child Care Institutions;

2.1.1. Preparation of Individual Care Plan:

(i) Every child shall have an Individual Care Plan to be filled by the case worker/social worker/probation officer who has been assigned the case of the child. **Refer to Form 7 of the Juvenile Justice Rules, 2016.**

(ii) The individual care plan shall be periodically reviewed and adjusted according to the needs and best interests of the child.

2.1.2. Preparation of Child Study Report and Medical Examination Report

For every child identified for placing in foster care, a detailed child study report shall be prepared based on **Form 31 of the Juvenile Justice Rules, 2016** and a detailed Medical Examination Report in Annexure – H.

2.1.3. Recommendation for placement of child in Foster Care:

(i) Based on the Individual Care Plan and child study report, the Child Welfare Officer/ Social Worker from the Child Care Institutions shall recommend children who may benefit from being placed in Foster Care.

(ii) The list of such identified children in Child Care Institutions eligible for foster care including those who have not been given in adoption as identified in these guidelines after being declared legally free for adoption shall be forwarded to the Protection Officer (Non Institutional Care) by Child Care Institutions (CCIs) person in charge through the Protection Officer (Institutional Care) of District Child Protection Unit.

2.1.4. Identification of foster families by DCPU

(i) The District Child Protection Unit (DCPU) shall identify families who are willing to take children in foster care along with their preference of the child. For this purpose, the DCPU shall place advertisement in local newspapers periodically calling for applications for family foster care. The model application format to be submitted by the foster family in response to the advertisement is placed as **Annexure – A.**

(ii) The Protection Officer- Non Institutional Care of District Child Protection Unit shall shortlist the applicants based on the criteria in para 10.1 of Chapter I of these Guidelines and conduct interviews with the foster families which will help in assessment of the prospective foster family. An assessment report of foster family may be prepared as per **Annexure - B.**

(iii) The Protection Officer - Non Institutional Care of District Child Protection Unit will also verify two references from individuals of good standing from the community that are provided by every foster family.

(iv) The Protection Officer- Non Institutional Care of District Child Protection Unit, while making an assessment of the prospective foster family shall thoroughly check their economic status to ensure that they are able to meet the needs of the child and are not dependent on the foster care maintenance payment for the child; however if it assessed that all other criteria being satisfied and only financial support is required, and in the absence of alternatives, the

case shall be recommended to a committee constituted for the purpose in the district, after the final orders of Child Welfare Committee. The financial support may be provided later too especially in case of higher studies, if need be.

(v) The Protection Officer- Non Institutional Care of District Child Protection Unit shall maintain a roster/panel of prospective foster families giving details about the kind of foster care willing to provide every year which shall be forwarded to the Child Welfare Committee for placement of children in foster care.

(vi) The Protection Officer- Non Institutional Care of District Child Protection Unit shall initiate preparation of the child for placement in foster care, initiate the matching process for foster parent and foster child and prepare report for the same. These reports are to be filled out parallely by District Child Protection Unit during the matching process and submitted with a written covering letter for the match to the Child Welfare Committee.

2.1.5. Preparation of Home Study Report of the Prospective foster family

Simultaneously, on receipt of list of prospective foster families, the Child Welfare Committee shall ask the PO – NIC of District Child Protection Unit to conduct the Home Study as per **Form 30 of the Juvenile Justice Rules, 2016.**

2.1.6. Matching of Child with foster family:

Based on the Home study Report of the foster family and the Child Study Report of the child and the matching report, the District Child Protection Unit shall recommend the placement of the child with prospective foster family; the Committee shall initiate the process of giving order for placement of the child.

2.1.7. Identification of fit facility by District Child Protection Unit:

(i) The Protection Officer-Institutional Care of District Child Protection Unit (DCPU) shall also identify fit facility based on the criteria given in para 10.2 of Chapter I of these Guidelines, willing to take children in group foster care by placing advertisement in local newspapers calling for applications;

(ii) Similarly, the District Child Protection Unit shall interview the office bearers of the organisation maintaining the fit facility and its care givers for group foster care thereby making an assessment of the facilities and care givers;

(iii) The Protection Officer-Institutional Care of District Child Protection Unit will also verify two references from individuals of good standing from the community that are provided by every fit facility for group foster care;

(iv) The Protection Officer-Institutional Care of District Child Protection Unit shall cross check the registration of the organisation under the Act, its recognition, child protection policy, medical reports of the care givers, police verification etc as prescribed in para 10.2 of these guidelines;

(v) Also check registration on Niti Aayog portal if applicable;

(vi) Foreign Contribution Regulation Act (FCRA) registration in case in receipt c foreign funds.

2.1.8. Matching of Child with care givers of the fit facility:

Based on the inspection of the fit facility, the Child Study Report of the child, and the compatibility of the child with the care givers of the fit facility, the District Child Protection Unit shall recommend the placement of the child in group foster care in a fit facility.

2.1.9. Procedures Prior to Final Foster Care Placement order by the Committee:

The placement of the child shall be handled with utmost sensitivity and in a child-friendly manner by specially trained persons.

(A). Placement of the child with the foster family:

(i) After matching a child with a prospective foster family, the Child Welfare Committee shall through an interim order, allow the child and the foster family to have restricted interaction in the presence of social worker for a period of one(1) month such as short meeting followed by an outing, followed by child's visit to the foster family's home to meet all the other family members.

(ii) After the interim order, the compatibility of the child with foster family shall be evaluated by the Protection Officer-Non Institutional Care of District Child Protection Unit and a report shall be submitted to the Child Welfare Committee including whether financial support is needed or not within fifteen (15) days.

(iii) In case the financial support is requested, if there is no alternative, then only in such cases the Protection Officer-Non Institutional Care of District Child Protection Unit shall initiate the procedure for the same and seek approval within fifteen(15) days and refer the case back to the Child Welfare Committee for the final order.

(B) Placement of the child in Group Foster Care in a fit facility:

After matching a child with prospective care givers of the fit facility, the Child Welfare Committee shall, through an interim order, allow the child and the care givers to have restricted interaction in the presence of social worker such as short meeting followed by child's visit to the fit facility to meet all the other children.

2.1.10. Final Placement Order by the Child Welfare Committee:

(i) After review of the compatibility report submitted by Protection Officer-Non Institutional Care of District Child Protection Unit, the Child Welfare Committee shall make a final order in **Form 32 of the Juvenile Justice Rules, 2016** to support the child through the family Foster Care or the group foster care in a fit facility and send a copy to the District Child Protection Unit for appropriate action.

(ii) In cases where no financial assistance is required, the final order by the Child Welfare Committee shall be given ordinarily within sixty (60) days of passing the interim order.

(iii) In case where financial assistance is required, the Child Welfare Committee shall pass the final order ordinarily within seventy five (75) days of passing the interim order.

(iv) The fit facility may be supported where financial support is required for higher education of the foster child over and above, the child maintenance grant of Rs.2000(Rupees two thousand only) per month per child which the fit facility will get as it is a registered Child Care Institution. The fit facility may request the State Government for the additional amount on case to case basis.

2.1.11. Undertaking by Foster Parents/Care Givers:

The foster parent and the care givers of the fit facility shall be required to sign an undertaking for foster-care of the child in the prescribed format which is placed at **Form 33 of the Juvenile Justice Rules, 2016.**

2.2. Procedure related to placement of children living in Community:

2.2.1. Identification of Children eligible for foster care placement

The District Child Protection Unit shall create awareness on the foster care programme and identify children without parental support and maintain a list of such children while conducting vulnerability mapping and district need assessment. Such children may also be selected for placement in foster care on the basis of child study report prepared in **Form 31 of the Juvenile Justice Rules, 2016.**

2.2.2. Further Procedures:

Further procedures for preparation of child study report, identification and recommendation of child for foster care, identification of foster families and fit facilities, preparation of Home Study Report of prospective foster families, matching of children, foster care placement, and undertaking by foster parents and care givers of the fit facility for Group Foster Care shall be as per para 2.1.1 to 2.1.11 of this Chapter.

2.2.3. Suo Motu care by foster families /care givers of fit facility:

In case foster families or the foster care givers of the fit facility, wish to suo-motu take care of a child in situations where the child is in urgent need of care, they may file an application before the Child Welfare Committee. The Child Welfare Committee after due diligence and as per prescribed procedures may approve the placement of the child in their care - family or Group Foster Care in a fit facility within sixty (60) days.

2.2.4. Counselling of the Child while deinstitutionalizing:

Preparation of the child for the change in environment from a Child Care Institution into a family or fit facility is of utmost importance. The impact of a new placement can be stressful for a child and requires in–depth counselling by the counselor of District Child Protection Unit. The interim period before the final placement of the child with the foster family or fit facility is very crucial and should be handled with care by trained professionals. The type of preparation will also depend upon the age of the child and the reason for placement of the child in foster care, especially in the case of older children or separation from a biological family due to difficult circumstances.

Hence, special attention shall be given to those children whose biological parents are either imprisoned or undergoing prolonged hospitalisation and these children need to be given every opportunity to maintain contact with their biological parent(s). This period shall include counselling and guidance for holistic adjustment of child with foster family including the biological children of that family.

2.2.5. Counselling of the care givers in the fit facility:

Counselling shall be provided to the care givers of the fit facility in Group foster care so as to enable them to cope with their overall responsibilities of caring for a child.

The care givers may also have their own biological children staying in the fit facility. These children along with the care givers should also be provided counselling for adjustment with the children placed in group foster care.

2.2.6. Counselling of the Child and biological parents

Recognizing that every child has the right to grow in a family environment, every attempt shall be made to reunite the child with his biological family, if possible. The counselling for biological parents (in case they are alive and available) is to be provided for enabling them to receive the child back.

Modules/templates developed for counselling of the child before and during placement, biological parents and counselling of the foster family and care givers of the fit facility during the process of matching are provided at **Annexure C-1 to C-4 respectively.**

2.3. Commencing Foster Care:

Wherever financial support is requested and duly approved or when such support is not requested, the District Child Protection Unit shall arrange for escorting the child to the foster family's residence. The financial support shall be directly transferred from the District Child Protection Unit's bank account to the Post Office/Bank Account in the name of the child to be jointly operated by the child and one of the foster parents at the beginning of every quarter. However, no such bank account is to be opened in a fit facility.

Similarly, the District Child Protection Unit shall arrange for escorting the child to the fit facility for group foster care.

The District Child Protection Unit shall also provide assistance to the foster family and fit facility in enrolment of the child in a school near his/her place of residence, if so requested for.

2.4. Financial Support:

Wherever financial support is requested for the care of a child, after due approval, the foster parents will be given financial support of not less than Rs. 2000(Rupees two thousand only) per month per child. The financial support may also be provided from the Juvenile Justice Fund or any other scheme or program of Central and State Government. The same financial norms of Rs 2000(Rupees two thousand only) will also apply for children placed in group foster care.

2.5. Sponsorship and Foster Care Approval Committee (SFCAC)

The Sponsorship and Foster Care Approval Committee (SFCAC) constituted by the State Government shall review and sanction sponsorship and foster care fund. The SFCAC shall meet every month. Each case shall be disposed within seventy five (75) days. In exceptional cases, the total time taken to dispose of a case shall not exceed three (3) months from the date of the receipt of the application.

2.6. Safeguards- recommendatory:

(i) Not more than two(2) children shall be placed at a time with a foster family;

(ii) Number should not exceed four(4) children including biological children in family foster care;

(iii) Number should not exceed eight (08) children including biological children in group foster care with one set of care givers in one unit except in extra ordinary circumstances;

(iv) The only exception will be in case of siblings who shall preferably placed together in a single family or same fit facility;

(v) Where relevant and necessary, biological parents' consent is required in foster placement;

(vi) If there is a biological special need child in the foster family, then no special need child should be placed as foster child in that family. Instead the child be placed in a fit facility having all facilities for a special need child;

(vii) As far as possible, the children will be placed with foster families having same socio- cultural milieu and ethnic groups.

Chapter III: Monitoring and Review

3.1. Monitoring of Placement

The District Child Protection Unit and the Child Welfare Committee shall conduct either by itself or through social workers attached to a Child Care Institution, a periodic review of the placement in the best interest of the child and take appropriate action including extension or termination of the foster care placement.

The District Child Protection Unit shall maintain a record of each child in foster care as per **Form 34** of the Juvenile Justice Rules, 2016.

The Child Welfare Committee shall conduct monthly inspection of the foster families or foster care givers as per **Form 35** of the Juvenile Justice Rules, 2016 to check the well- being of the child.

The monitoring tools for the foster care placements; for monitoring the investigation and interventions done for the complaints by children of

maltreatment, exploitation and abuse are placed at **Annexure D 1-2 respectively.**

The form for making a complaint is placed at **Annexure E - 1.** The investigation form is placed at **Annexure E - 2.**

Data should be maintained electronically.

3.2. Tracking Progress of the Child:

The Protection Officer(Non Institutional Care) of District Child Protection Unit must ensure that the visit to each foster family is undertaken at least once a week for the first month followed by monthly visits for next six(06) months and thereafter bi annually till foster care is complete of which records are to be maintained;

- Create and maintain Individual Case Files for each child in foster care;
- Make monthly visits to the school in the first quarter and thereafter quarterly visits for a period of one(1) year followed by six monthly visits till the completion of foster care placement;
- Obtain and maintain school attendance certificates or report cards as part of Child's records;
- Note the general well-being of the child, including his health and the general family environment;
- Recommend extension or termination of the foster care agreement based on the progress of the child.

3.3. Records to be maintained by District Child Protection Unit:

The District Child Protection Unit shall maintain the following physical or computerized records:

(i) A master register of children in the foster care program which shall provide a complete, disaggregated picture of the process including:

(a) Details of the child placed in foster care:

- Photograph of the child, foster parents/care giver of the fit facility, biological parents, if available. Age at the time of placement (copy of birth certificate if available)
- Gender
- Parental status
- The photographs to be refreshed every year
- Aadhar card number of the child

(b) Details of the placement

- individual or group
- Date of placement as per CWC orders
- Period of placement according to the Child Welfare Committee Order
- Date and reasons for extension or termination of placement as applicable

(c) Details of disbursement of Foster Care Grant as per the Minutes of Sponsorship and Foster Care Approval Committee meetings including reasons for financial support.

(ii) Individual Case file of every child placed in foster care which shall include:

- Source of referral of the child;
- Home Study Report of the biological family where applicable with photograph;
- Home Study report of the foster family- with photograph;
- Matching report of the child with foster family/ care givers of the fit facility;
- Child Study Report;
- Individual Care Plan;
- Placement order of the Child Welfare Committee;
- Record (number and significant details) of each visit to the child, foster family, biological family , if available and child's school;
- Record of the perception, opinion and suggestions given by the child regarding his/her placement;
- Record of all reviews of the placement including observations, extent and quality of compliance with Care Plan, child's developmental milestones, child's academic progress and any changes in family environment;
- In the case of extension or termination of the placement, record of date and reason for termination;
- The formats for maintaining record of case visit to the child's foster family is placed at **Annexure F.**

3.4. Submission of Quarterly reports to Sponsorship and Foster Care Approval Committee (SFCAC)

The Protection Officer-Non Institutional Care of District Child Protection Unit

shall present Quarterly Reports of each child before the Sponsorship and Foster Care Approval Committee (SFCAC) for review and recommendation to the Child Welfare Committee.

3.5. Termination of Foster Care

(i) The Child Welfare Committee, on its own based on its monthly inspection or on consideration of the recommendations of the Sponsorship and Foster Care Approval Committee and the report of District Child Protection Unit has the right to terminate a foster care placement;

(ii) The Child Welfare Committee shall give notice in writing and consider the views of the foster families/ care givers of the fit facility before termination of the foster care placement;

(iii) Once the review has been conducted and the foster parents /care givers of the fit facility have been given proper notice, the Child Welfare Committee shall record the date and reasons for terminating the placement in the order issued along with an order to place the child in another suitable foster family or placed in a child care institution or another fit facility for group foster care;

(iv) Termination of a foster care placement may occur in the following cases:

- When the child attains the age of eighteen(18), foster care is deemed to have concluded and the child has the option to avail services of aftercare programme, i.e., the joint bank account opened in the name of the child and one of the foster parent for transferring financial support under foster care shall be transferred into the child's name.

- When a child is placed in foster care due to non-availability of biological parent (e.g. due to imprisonment or institutionalisation for treatment of mental illness), the foster care placement may be terminated when the biological parent is released and requests the Committee for the custody of the child. The Child Welfare Committee shall issue a specific order if deemed fit for the reunification of the child with biological parent.

- When a legally free child above the age of six(6) years during his placement in foster care also finds a suitable adoptive family, the Child Welfare Committee after obtaining the child's consent, may terminate the foster care placement and may give him in adoption.

- When a complaint is made by either the child, relatives, or member(s) of the community, and after due inquiry by the Protection Officer-Non Institutional Care of District Child Protection Unit observes the following during a home visit to the family or fit facility:-

- The child has stopped going to school or the attendance of the child in school is below seventy five percent (75%) (special circumstances such as disability or illness of the child shall be considered as an exception).
- The child has been/ is being subjected to physical, emotional, sexual abuse and/or neglect in the foster home.
- The child has been/ is engaged in labour in violation of labour laws
- Misappropriation of the foster care financial support for the child in family or fit facility by the parent/ care givers

- When a complaint or request is made by either the child, care givers/ parents or relatives or when the Protection Officer-Non Institutional Care of District Child Protection Unit observes the following during a home visit to the family or fit facility,-
  - Foster parents or the care givers of the fit facility and the child are unable to adjust in the placement inspite of counseling.
  - Foster parents or the care givers of the fit facility are no longer 'fit' to adequately meet the child's social, emotional and developmental needs.
  - In a fit facility the child is unable to adjust and requires special support (eg. De addiction facilities)

- Disruption due to death, divorce or separation of the Foster parents, the child shall be sent back to the Child Care Institution till further orders of the placement to another foster family or fit facility by the Child Welfare Committee.

Chapter IV:
Role of Authorities and Agencies

4.1. Role of District Child Protection Unit (DCPU)

Under the Juvenile Justice(Care and Protection of Children) Act a District Child Protection Unit (DCPU) has to be set up in each district as a fundamental unit for child protection measures. The each unit headed by DCPO coordinates and implements all child rights and protection activities at District level. It functions with a team of 12 members under the overall administrative control and supervision of the District Magistrate of the District concerned. The District Child Protection Unit has 12 staff members including Protection Officer Institutional care and Protection Officer, Non –Institutional Care. The unit is specifically responsible for the following activities:

- Carrying out all activities related to child protection, including the administration of the Foster Care Program;
- Shall identify and prepare a panel of suitable NGOs/Voluntary Organizations / Social Worker to work with it on Foster Care Program;
- Maintaining all information pertaining to the Foster Care Program and being the contact point for all the Child Care Institutions and Specialized Adoption Agencies in the District;
- Advocacy, training and capacity building of stakeholders in the District on the Foster Care Program such as Child Welfare Committee, NGOs, foster families/ care givers etc., with help of specialized agencies and institutions;
- Selecting and maintaining separate roster of prospective parents opting for family foster care and group foster care fit facility;
- Maintaining a database, preferably on an electronic portal developed by the State Government of all Foster Care placements (family and group placements) including details of the parents / Foster Care fit facilities and the child until the child attains the age of eighteen(18) years;
- Transferring joint bank account in the name of the child when he attains eighteen(18) years of age;
- Ensuring the Foster Care parent to register for an Aadhar number for themselves and the child as this would enable tracking of the child during the placement and after; If the parents already have a registered Aadhar number, then they should link the child to their Aadhar details;
- Addressing complaints through investigations and interventions etc;
- Monitoring and evaluation of the Foster Care Program in the District as a whole on a regular basis;
- Recommending termination of Foster Care placement to the Child Welfare Committee for one or more of the reasons outlined in Section 3.5 of Chapter III;
- Recommending extension of Foster Care Placement provided that the progress of the child is satisfactory and other alternate options are not available including re- unification of the child with his biological parents.

4.2. Role of District Child Protection Officer (DCPO)

- The District Child Protection Officer who is the head of District Child Protection Unit shall function as the nodal officer for the Foster Care Program and shall

receive regular reports regarding ongoing cases from the Protection Officer – Non Institutional Care;

- Maintaining a roster of prospective parents/ fit facilities opting for family and group foster care.

- The District Child Protection Officer shall assess the cases managed by the Protection Officer (NIC), counsellor and others working in the District Child Protection Unit from time to time to ensure time stipulations are adhered to;

- The District Child Protection Officer shall guide the parents /Care givers of fit facilities opting for family and group foster care and the child on their responsibilities and support available to them under the Foster Care Program;

- The District Child Protection Officer shall submit a Quarterly Report to the Sponsorship and Foster Care Approval Committee (SFCAC) and an Annual Report to the State Child Protection Society.

4.3. Role of Protection Officer - Non Institutional Care (PO-NIC) and Protection Officer – Institutional Care (PO-IC)

- The Protection Officer –Non Institutional Care is responsible to take up cases for individual and Group Foster Care. He / She will have the support of the Protection Officer-Institutional Care to identify cases of children living in the Child Care Institutions as per para 2.1 of these Guidelines.

- The Protection Officer –Non Institutional Care and Protection Officer – Institutional Care shall scrutinize the documents for eligibility of children and both shall work in coordination in the best interest of the child or children;

- The Protection Officer-Institutional Care shall collect and compile data on different dimensions of the child protection problems in terms of number of children requiring support, number of children in institutions and the kind of services they need;

- The Protection Officer-Institutional Care shall ensure setting up and management of the child tracking system of all institutional care program on the portal set up by the State Government ;

- Protection Officer –Non Institutional Care is responsible for preparing Home Study Report of the Foster families and matching the Foster Care family or fit facility with the needs of the child once the needs have been assessed;

- In case of the child whose parents are in jail, the Protection Officer – Non Institutional Care will approach them for taking their consent for placement of the child in Foster Care.

- The Protection Officer –Non Institutional Care will facilitate the applications given by the terminally ill parents to the Child Welfare Committees requesting to place their children in foster care.

- A combined list of children recommended for Foster Care within institutions and those who are not in institutional care will be prepared by Protection Officer –Non Institutional Care and Protection Officer – Institutional Care.

- Only cases where financial support is requested by the foster parents for placement of the child and those kinship care arrangements requiring sponsorship will be placed before the Sponsorship and Foster Care Approval Committee for consideration and approval, every month.

- Protection Officer – Non Institutional Care will ensure that counselling and guidance is provided to the child and the Foster Care family before and during the period of foster-care as prescribed in para 3 of Chapter-II of these guidelines;

- Protection Officer –Non Institutional Care to supervise the care arrangement till the child is eighteen(18) years of age, with the help of the counsellor, social worker and community volunteers working in the District Child Protection Unit;

- In case biological parents are alive, the Protection Officer –Non Institutional Care will ensure that they keep in contact with the child through scheduled visits;

- Protection Officer – Non Institutional Care will monitor the Foster Care programmes through regular visits to the Foster Care family or group setting and community as prescribed in these guidelines and maintain records of the same.

4.4. Role of Child Welfare Committee

- In case a family directly approaches the Child Welfare Committee for fostering the child eg., requests of terminally ill parents or in suo moto cases, the Committee, if agrees with the urgency of the situation, shall forward the application to District Child Protection Unit to conduct a child study and a home study by itself or through counselors on its panel;

- Examine the Home Study Report(HSR) of the prospective Foster Care family opting for fit facility, after being satisfied, declare them as 'fit persons" **as per Form 32 of the Juvenile Justice Rules, 2016.**

- The Child Welfare Committee will examine the Individual Care Plan of the child, consent of parents wherever required and approvals of Sponsorship and Foster Care Approval Committee (SFCAC) in cases requesting financial support submitted by the District Child Protection Unit and satisfy itself regarding the suitability for placement in Foster Care;

- In case of a child who is able to understand, the Child Welfare Committee may also interview the child to take his/her consent;

- The Committee shall consider the matching report submitted by the District Child Protection Unit;

- The Child Welfare Committee shall make an order in prescribed format given at Form 32 of the Juvenile Justice Rules, 2016 for support to the child through Family Foster Care or Group Foster Care in a fit facility and send a copy to District Child Protection Unit for appropriate action;

- The Child Welfare Committee shall initially conduct monthly inspections for the first three(3) months and thereafter one inspection every six(6) months of the foster families or fit facility, as per Form 35 of the Juvenile Justice Rules, 2016 to ensure that the child is being properly cared for;

- After reviewing the standard of care given to the child the Child Welfare Committee shall pass orders for extension of foster care placement or orders of termination in case of unsatisfactory care and shall decide on alternative rehabilitation measure for the child.

4.5. Role of Non Governmental Organisations:

Non Governmental Organisations empanelled by District Magistrate may support District Child Protection Unit in;

- Short listing of eligible children;
- Preparation of Individual Care Plan, Child Study Report and Home Study Report;
- Counselling for the child, foster care givers/parents and biological families, as required;
- Training of foster care givers of the fit facility;
- Preparation of Information, Education and Communication material;
- Spreading awareness on the Foster Care Programme and Advocacy. Periodic / Regular inspections of placement of children in family and group foster care.

Chapter V: Miscellaneous

5.1. Information, Education & Communication Material;

Foster families and care givers of the fit facility shall be provided with Information, Education and Communication (IEC) material prior to placement of the child on topics such as:

- Challenges of being foster parent or a care giver;
- Helpful tips for foster parent and care giver;
- Rewards of being foster parent;
- Steps of being a foster parent;

The above mentioned documents are attached to the Guidelines at **Annexure- G.** This material can be used for making handouts, posters etc.

5.2. The State Government will develop electronic formats for maintaining data base and issue detailed guidelines.

Relaxation and interpretation to the Guidelines

(i) These Guidelines are issued having regard to the provisions of the existing law and for the interpretation; the relevant law is to be referred to;

(ii) In case of ambiguity or any dispute, the power to interpret these Guidelines vests with Department of Women Development and Child Welfare, Govt. of Andhra Pradesh.

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FORM 7
JJ Rules, 2016

INDIVIDUAL CARE PLAN

Name of Case Worker/Child Welfare Officer/Probation Officer…….....

Date of preparing the ICP
…….....

Case/Profile No……of 20……

FIR No……...

U/Sections (Type of offence),applicable in case of Children in Conflict with Law…….....

Police
Station…….....

Address of the Board or the
Committee…….....

Admission No.(if child is in an
institution)…….....

Date of Admission (if child is in an
institution)…….....

Stay of the child (Fill as applicable)

(i) Short term (up to six months)
(ii) Medium Term (six months to one year)
(iii) Long term (more than 1 year)

A. PERSONAL DETAILS (to be provided by child/parent/both on admission of the child in the institution)

1. Name of the Child :
2. Age/Date of Birth :
3. Sex: Male/Female :

4. Father's name :

5. Mother's name :

6. Nationality :

7. Religion :

8. Caste :

9. Language spoken :

10. Level of Education :

11. Details of Savings Account of the child, if any:

12. Details of child's earnings and belongings, if any:

13. Details of awards/rewards received by the child, if any:

14. Based on the results of Case History, Social Investigation report and interaction with the child, give details on following areas of concern and interventions required, if any

S. No	Category	Areas of Concern	Proposed Interventions
1	Child's expectation from care and protection		
2	Health and nutrition needs		
3	Emotional and psychological support needs		
4	Educational and Training Needs		
5	Leisure, creativity and play		
6	Attachments and Inter- personal Relationships		
7	Religious beliefs		
8	Self care and life skill training for Protection from all kinds of abuse, neglect and maltreatment		
9	Independent living skills		

10	Any other such as significant experiences which may have impacted the development of the child like trafficking, domestic violence, parental neglect, bullying in school, etc. (Please specify)		

B. PROGRESS REPORT OF THE CHILD (to be prepared every fortnight for first three months and thereafter to be prepared once a month) [Note: Use different sheet for Progress Report]

1. Name of the Probation Officer/Case Worker/Child Welfare Officer:.....

2. Period of the report:.....

3. Admission No:.....

4. Board or Committee:.....

5. Profile No. :.....

6. Name of the Child: .....

7. Stay of the Child (Fill as applicable)

   (i) Short Term (up to six months)
   (ii) Medium Term (six months to one year)
   (iii) Long Term (more than 1 year)

8. Place of interview ..... Dates.....

9. General conduct and progress of the child during the period of the report .....

   .....

   .....

.....

10. Progress made with regard to proposed interventions as mentioned in point 14 of Part A of this Form.

S. No	Category	Proposed Interventions	Progress of the Child
1	Child's expectation from care and protection		
2	Health and nutrition needs		
3	Emotional and psychological support needed		
4	Educational and Training needs		
5	Leisure, creativity and play		
6	Attachments and Inter-personal Relationships		
7	Religious beliefs		
8	Self care and life skill training for Protection from all kinds of abuse, neglect and maltreatment		
9	Independent living skills		
10	Any other such as significant experiences which may have impacted the development of the child like trafficking, domestic violence, parental neglect, bullying in school, etc. (Please specify)		

11. Any proceedings before the Committee or Board or Children's Court

(i) Variation of conditions of bond

(ii) Change of residence of the child

(iii) Other matters, if any

12. Period of supervision completed on.....

Result of supervision with remarks (if any).....

Name and Addresses of the parent or guardian or fit person under whose care the child is to live after the supervision is over.....

Date of report.....Signature of the Probation Officer.....

C. PRE-RELEASE REPORT (to be prepared 15 days prior to release)

Details of place of transfer and authority concerned responsible in the place of transfer / release

Details of placement of the child in different institutions/family

Training undergone and skills acquired

Last progress report of the child (to be attached, refer Part B)

Rehabilitation and restoration plan of the child (to be prepared with reference to progress reports of the child)

S. No	Category	Rehabilitation and Restoration plan of the Child
1	Child's expectation from care and protection	
2	Health and nutrition	
3	Emotional and psychological	
4	Educational and Training	
5	Leisure, creativity and play	
6	Attachments and Inter-personal Relationships	
7	Religious belief	
8	Self care and life skill training for Protection from all kinds of abuse, neglect and maltreatment	

9	Independent living skills	
10	Any other	

1. Date of release/transfer/repatriation…….....
2. Requisition for escort if required…….....
3. Identification Proof of escort such as driving license, Aadhar Card etc.....
4. Recommended rehabilitation plan including possible placements / sponsorships

   .....
   .....

   .....
   .....

   .....
   .....
5. Details of Probation Officer/non-governmental organization for post-release follow up ...

   .....
   .....

   .....
   .....

   .....

6. Memorandum of Understanding with non-governmental organisation identified for post- release follow-up (Attach a copy)…….....
7. Details of sponsorship agency/individual sponsor, if any…….....
8. Memorandum of Understanding between the sponsoring agency and individual sponsor (Attach a copy).....
9. Medical examination report before release…….....

10. Any other information
……

D. POST-RELEASE/RESTORASTION REPORT OF THE CHILD

1. Status of Bank Account : Closed / Transferred
2. Earnings and belongings of the child: handed over to the child or his parents/guardians

   Yes / No
3. First interaction report of the Probation Officer/Child Welfare Officer/Case Worker / social worker/non-governmental organisation identified for follow-up with the child post release

   .....
4. Progress made with reference to Rehabilitation and Restoration Plan .....
5. Family's behavior/attitude towards the child…….....
6. Social milieu of the child, particularly attitude of neighbours/community…….....
7. How is the child using the skills acquired…….....
8. Whether the child has been admitted to a School or vocation? Give date and name of the school/institute/any other agency.....

   Yes / No.....
9. Report of the second and the third follow-up interaction with the child after two months and six months respectively…….
10. Efforts towards social mainstreaming and child's opinion / views about it .....

11. Identity Cards and Compensation
[Instruction: Please verify with the physical documents]

IDENTITY CARDS	Present Status (Please Tick whichever is applicable)		Action Taken
	Yes	No	
Birth Certificate			
School Certificate			
Caste Certificate			
BPL Card			
Disability Certificate			
Immunization Card			
Ration Card			
Aadhar Card			
Received Compensation from Government			

Signature of the Probation Officer/Child Welfare Officer

Stamp and Seal where available

FORM 31
JJ Rules, 2016

CHILD STUDY REPORT

S. No	Item	Response
1	Date of Assessment	
2	Source of Referral	
3	Photograph of the Child to be refreshed periodically	
Profile of the Child		
4	Name of the Child	
5	Date of Birth	
6	Place of Birth	
7	Age	
8	Nationality	
9	Religion	

10	Education	
11	Food Habits (Vegetarian / Non Vegetarian)	
12	Food Allergies (If Any)	
13	Extra Curricular Interests (Hobbies/Sports/Drawing Etc.)	
14	Mother Tongue	
15	Present Address	
16	Aadhaar Card Number	
17	Contact Details Landline: Mobile:	
18	Placement history if the child is from institution a) Date of Placement b) Name and Permanent details of the Child c) Reason for leaving the family	The child has not been placed in adoption

19	Reason for placement if the child is from community	Mother or both parents in prison ☐ Parents are suffering from long term illness ☐ Dysfunctional family(eg. Substance abuse, domestic violence etc) ☐ Parents in process of separation ☐ Parents in process of legal custody Dispute ☐ Natural disaster ☐ Others ☐

I ..... Social Worker hereby certify that the

Information given this form about child .....is correct.

Signature:

Place :

Name:

Date :

Designation:

ANNEXURE- A

APPLICATION FORM

To be submitted by foster parents in response to the advertisement given by DCPU or an Agency permitted by DCPU

(Photograph of both the Applicant)

A. Agency /DCPU Details:

Name of the Agency/DCPU :

Address :

Telephone :

Fax :

E-mail :

Date (Form Submitted) :

B. Details of the Applicant

	Care Giver / Parent – 1	**Care Giver / Parent – 2**
Name		
Date of Birth		
Age		
Educational Status		
Marital Status		

Nationality		
Religion		
Aadhar Card No.		
Occupation		
Food Habits (Vegetarian / Non Vegetarian)		
Food Allergies (If any)		

Address & Contact Details :

Number & Age of Biological Children :

Consent of Biological Children : **Yes / No**

Annual Income :

Mother Tongue :

Other Languages known :

C. Preference of child to be taken in Foster Care

a) Age Group

i) 6-9 Years ii) 10-12 Years iii) 13-18 Years

b) Any other preferences:

(Gender, Religion, Disability)

c) Type of Placement

i) Short Term ☐

ii) Long Term ☐

D. Reasons for wanting to foster care:

E. We have the consent of all family members including children for fostering a child:

Yes ☐ **No** ☐

F. We agree to participate in all training programmes organized by the Government / Agency?

Yes ☐ **No** ☐

G. We agree to facilitate the monitoring visit of the CPO/Social Worker to our home and make all our family members available for the meetings?

Yes ☐ **No** ☐

H. Details of Two references:

1) Name:

Address:

Phone Number:

Relationship to Applicant:

2) Name:

Address:

Phone Number:

Relationship to Applicant:

Declaration

We_____hereby declare that the particulars furnished by us in this application form are true to the best of our knowledge and belief. In case any information is found to be incorrect, our application shall liable to be rejected.

Date: Name & Signatures of both spouses
Place

FORM 38

JJ RULES, 2016

APPLICATION FOR FIT FACILITY INCLUDING GROUP FOSTER CARE

1	**Details of Institution/ Agency/ Organization which seeks recognition as fit facility**	
1.a	Name of the Institution /Agency/ Organization	
1.b	Registration number and date of Registration of the Institution/ Organization under the relevant Act /NITI Aayog ID number **(Annex- Relevant documents of registration, bye- laws, memorandum of association)**	
1.c	Complete address of the Applicant/ Institution / organization	
1.d	STD code/ Telephone No. Mobile No.	
1.e	STD code Fax No	
1.f	E-mail address	
1.g	Whether the organization is of all India character, if yes, give address of its branches, in other states	
1.h	If the Institution had been denied recognition earlier? If yes i) Reference No. of application leading to denial of recognition	
2	**Details of the proposed fit facility :**	
2.a	Complete address / location of proposed Fit facility	
2.b	STD code/ telephone no	
2.c	STD code fax no	
2.d	E-mail	

3	**Connectivity (Name and Distance from the proposed Fit Facility):**	
3.a	Main Road	
3.b	Bus –stand	
3.c	Railway Station	
3.d	Any landmark	
4	**Infrastructure:**	
4.a	No. of Rooms (Mention with measurement)	
4.b	No. of toilets (mention with measurement)	
4.c	No. of Kitchens (mention with measurement)	
4.d	No. of sick room	
4.e	**Annex -Copy of blue print of the building (authentic sketch plan of building)**	
4.f	Arrangement to deal with unforeseen disaster also mention the kind of arrangement made: i) Fire ii) Earth quake iii) Any other arrangement	
4.g	Arrangement of Drinking water **Annex-Certified from Public Health Engineering (PHE) Department**.	
4.h	Arrangement to maintain sanitation and hygiene: i) Pest Control ii) Waste disposal iii) Storage area iv) Any other arrangement	
4.i	Rent agreement / building maintenance estimate (whichever is applicable) **(Annex-copy of Rent agreement)**	
5	**Capacity of the Fit Facility**	

6	**Facilities Available (would depend on the purpose for which recognition as fit facility is to be given)**	
6.a	Any other facility that shall impact on the overall development of the child	
7	**Staffing**	
7.a	Detailed staff list	
7.b	Name of partner organizations	
8	**Background of the Applicant**	
8.a	Major activities of the organization in last two years	
8.b	An updated list of members of the management committee/ governing body in the enclosed format (**Annex- resolution of the annual meeting**)	
8.c	List of assets/ infrastructure of the organization	
8.d	If the organization is registered under the Foreign Contribution (Regulation) Act, 1976 (**Annex – certificate of registration**)	
8.e	Details of foreign contribution received last two years (**Annex- relevant documents**)	
8.f	List of other sources of grant- in – aid funding (if any)with the name of the scheme / project, purpose amount, etc. (separately)	
8.g	Details of existing bank account of the agency indicating branch code account no.	
8.h	Whether the agency agrees to open a separate bank account for the grant proposed	
8.i	**Annex -Photocopy of Accounts of last three years:** i) Auditors Report ii) Income and Expenditure account iii) Receipts and Payments account iv) Balance Sheet of the Organization	

I have read and understood the Juvenile Justice (Care and Protection of Children)

Act, 2015; and the Juvenile Justice (Care and Protection of Children) Rules, 2016.

.....(Name of the Organization / Institution) has complied with all the requirements to be granted recognition as a Fit Facility under the Juvenile Justice (Care and Protection of Children) Act, 2015 and the Juvenile Justice (Care and Protection of Children) Rules, 2016.

I declare that no person associated with the organization has been previously convicted or has been involved in any immoral act or in any act of child abuse or employment of child labour or an offence involving moral turpitude and that the organization has not been blacklisted by the Central or the State Government at any point of time.

I undertake to abide by all the conditions laid down by the Central/ State Act, Rules, Guidelines and Notifications in this regard.

I undertake to abide by the orders passed by the Juvenile Justice Board or the Child Welfare Committee from time to time.

Signature of the authorized signatory: …….....

Name:
Designation:
Address:
District:
Date:

Office Stamp:

Signature of:

Witness No. 1: Name:

Address :

Phone Number:

Signature:

Witness No. 2: Name:

Address :

Phone Number:

Signature:

Annexure B

FOSTER CARE ASSESSMENT

1. **Details of the Applicant: Such as name, age, occupation, address etc.**

2. **Age range of the child (ren) requested to be taken in foster care Age in years: (please tick)**

   6 - 8 Years
   8 -10 Years
   10 – 12 Years
   12 – 14 Years
   14 – 16 Years
   16 – 18 Years

3. **Details of family, neighbourhood , community etc**

4. **Verification of applicant's identity** (place of residence, period of stay, Marital status etc. specific documents seen with date

5. **Inquiries about career, health, police records, etc**

6. **Personal references (from 2 persons):** To be filled after interaction with the reference about the following:

Reference:1
Length of time known:
Relationship with the applicant:
Interest, talents, personality of the applicant:
Their ability to care for children:

Reference:2
Length of time known:
Relationship with the applicant:
Interest, talents, personality of the applicant:
Their ability to care for children:

7. **Assessment of the social worker making this assessment**

Signature with name & particulars of the Social Worker

FORM 30
JJ RULES, 2016

HOME STUDY REPORT FOR PROSPECTIVE FOSTER PARENTS

DATE OF REGISTRATION :

AADHAR CARD NO of PFP (Mother) :

AADHAR CARD NO of PFP (Father) :

NAME OF THE SOCIAL WORKER :

DATE OF HOME VISIT :

Part-I of the format shall be filled up by the prospective Foster parents and Part-II of the template shall be filled up by the Social Worker to submit an assessment report along with his/her observation about suitability of the prospective adoptive/ foster parents.

PART-I : SELF ASSESSMENT:

A. About the prospective foster parents and their family background

Particulars of the foster parents	PFP (Mother)	PFP (Father)
Full Name		
Date of birth & age		
Place of birth		
Complete Address with e-mail ID (Present & Permanent Address)		
Identity Proof		
Religion		
Language(s)		

Date of Marriage		

Present Educational Qualification		
Employment / occupation		
Name & Address of the present Employer/Business concern		
Annual Income		
Health Status		

B. Family background information:

(1) Give a short description of social status and background of the prospective foster parents along with the following information.

Details about Parents of the Applicants		
	Father	**Mother**
Name in full		
Age		
Nationality/Citizenship		
Occupation		
Previous occupation		
Presently residing with		

(2) Please complete the following table with the names of each of your children (adopted and biological), their sex, educational status (kindergarten, elementary, etc.) and date of birth.

Name of the Child	**Sex**	**Date of Birth**	**Educational Status**

(3) If there are other members residing, please furnish the following information in respect of them.

Name	Nature of Relationship	Age	Gender	Occupation

(4) Please describe how you believe the foster care would affect the family members (grand parents, children, relatives and others).

C. Professional/Employment Details (Professional career details for last 5 years):

Foster Father				
Organization	Employer Details (Name & Address)	Job Title	Annual Income	From To

Foster Mother				
Organization	Employer Details (Name & Address)	Job Title	Annual Income	From To

D. **Financial Position:** (Give a short description of your income from all sources such as savings, investments, expenditures and liabilities and debts along with supporting documents).....

E. **Description of Home and Neighbourhood:** (Describe the accommodation details and neighbourhood relationship)

1. How many rooms do you have in your home and describe the play area available for the child.....

2. Please describe the neighbourhood in which you reside, including any aspect that you believe makes it child – friendly.....

F. **Attitude and Motivation for foster care:**

(1) Please circle the term which best describes the reason why you wish to take a child in foster care, you may circle more than one option, if applicable:

a. Provide a companion to your other children;

b. Provide a child with a happy home;

c. Other, Please specify .....

(2) Please circle the statement which describes how you think the foster care arrangement will improve the lives of your other children, you may circle more than one, if applicable:

a. They will be less lonely;

b. They will learn to be more accommodating:

c. They will become more empathetic;

d. Not applicable as I have no other children;

e. Other, Please specify .....

G. Attitude of grandparents/extended family members, other relatives and significant others towards the foster care: (Give a short description about the opinion of other important persons towards foster care who would have impact in the child rearing process).....

H. Anticipated Plans of the prospective foster parents for the child and rearing in the Family:

1. Please describe how you will manage caring for the child and other life commitments such as work.

2. Who will be responsible for caring for the child when you are at work, or absent from the familial home (domestic help, grandparents, spouse).

3. Please describe your disciplinary approach to parenting.

4. In case the foster child demonstrates adjustment difficulties, please describe the steps that you plan to take to ease his/her transition into the family?

5. Would you be prepared to utilize family counselling if the child continues to have difficulties adjusting?

   a) Yes

   b) No

6. Would you be willing to support financially higher professional studies of the foster child

   a) Yes

   b) No

I. **Preparation and Training:** (Give details about the counselling sessions the prospective foster parent(s) have undergone on foster care, child care, handling of needs of children, etc. and their capacity, training and/or experiences in parenting children with their special need, if any)

J. **Health Status (Emotional and Physical):** (Give details of the state of emotional and physical health status of the applicant(s), if any. If a family member suffers from a particular disease, condition or syndrome, describe how the family copes with it and how this might affect any proposed foster care.)

(1) Do you or your spouse suffer from any medical condition? If so, would you please provide details?

(2) Are you or your spouse currently being treated by a psychologist or psychiatrist?

(3) Are you currently taking any prescribed medication?

(4) Are there currently any child/ren in your house being treated for a medical condition?

(5) Does your family have health and hospitalization insurance coverage for all family members?

Signature of the Prospective Foster Parents

Date

PART-II: ASSESSMENT REPORT OF THE SOCIAL WORKER

(To be used by the Social Worker to prepare the assessment report)

(The information/facts filled in the template shall be kept confidential by the agencies /authorities.)

1. Factual Assessment

(i) Have you verified the contents of the facts mentioned in Part I of the template?

Yes / No

(ii) Are you satisfied about the facts mentioned in the documents vis-à-vis observation during interviews and visits?

Yes / No

2. Psycho-Social Assessment:

2.1. **Interaction with the prospective** foster parents

(i) Have you interacted with the prospective foster parents individually and jointly?

(ii) Are the prospective foster parents well prepared for fostering the child?

2.2. Home visit findings

(i) When did you visit the home of the prospective foster parents? Who were the members present during your visit?

(ii) Whom did you interact with during the home visit?

(iii) Have you met any neighbour/relative? Give a detailed description about the interaction?

(iv) Whether the home environment is conducive for the child?

(v) Are the prospective foster parents well prepared for foster care?

(vi) Did the prospective foster parents have any doubt about parenting issues or any other issues? Have you cleared their doubts?

2.3. Interaction with the family members

(i) Have you interacted with other family members of the prospective foster parents? What is their opinion about the proposed foster care? Are they positive about the foster care arrangement?

(ii) Are there any other family member(s) whom you could not interact with but they might have a larger role in the proposed foster care? If so, how did you interact? Would you plan to take their views?

(iii) Have you interacted with child/ren present in the home of the prospective foster parents? If yes, please give details.

(iv) Have you noticed any adverse remarks from the family members? If so, how far those remarks may have an impact on the foster care process?

2.4. Financial capacity

(i) What is your opinion about the financial status of the prospective foster parents? Are they financially sound to welcome another member into their family?

(ii) Have you observed any financial situation which is hidden in the template?

(iii) Would you recommend any financial assistance to them?

2.5. Physical and emotional capacity

(i) Are the prospective foster parents in a good physical and emotional state to take care of a child?

(ii) Have you observed any physical or psychological issues with the prospective foster parents or any other family members that is going to affect the life of the upcoming child? If so, give details.

(iii) Are the prospective foster parents emotionally equipped enough to take care of a child?

3. Recommendation for Foster care

3.1 Do you recommend the prospective foster parents for foster care? Put down your views and rationale for recommending the prospective foster parents for foster care.

3.2 In case, you do not recommend the prospective foster parents for foster care, cite appropriate reasons for taking such decision.

Signature, Name, Designation and Official Seal

FORM 32

JJ RULES, 2016

ORDER OF FOSTER CARE PLACEMENT WITH A FAMILY

The child (ren) (name(s) and address(es)

Approximate age_____D/o or S/o

Mr._____and Mrs._____

In need of care and protection of family.

Mr._____and Mrs. _____

resident of (Complete address and contact numbers).

are declared fit persons for foster-care placement of the child after considering the Child Care Plan, Child study report and Home Study Report.

The child (name)_____is placed in foster care for a period of_____under the supervision of the aforesaid Child Welfare Officer/Social Worker (name and contact)_____.

Chairperson/ Member
Child Welfare Committee

FORM 33
JJ RULES, 2016

UNDERTAKING BY THE FOSTER FAMILY/GROUP FOSTER CARE GIVER

I / We _____

resident (s) of House No._____Street _____

Village / Town_____District _____

State_____/ care giver associated with foster home run

by_____Organization at _____

_____ (address), do here by declare that I / We am / are willing to take charge of _____

(Name of the Child) Aged_____under the orders of the Child Welfare Committee subject to the following terms and conditions.

i) **If his/her conduct is unsatisfactory I/we shall at once inform the Committee.**

ii) **I/We shall do my/our best for the welfare and education of the said child as long as he/ she remains in my charge and shall make proper provision for his/her maintenance.**

iii) **In the event of his/her illness, he/she shall have proper medical attention in the nearest hospital and a report of it followed by a fitness certificate shall be submitted before the Committee.**

iv) **I shall inform the Committee about any change of address.**

v) **I shall do my best to ensure that the child is not be subjected to any form of abuse.**

vi) I agree to adhere to the conditions laid by the Committee.

vii) I undertake to produce him/her before the Committee as and when required.

viii) I undertake to inform the Committee immediately if the child goes out of my charge or control.

Date this ……day of ……..

Signature, address and phone numbers of 2 witnesses

Signature of Applicant(s)

(Signed before me)

Chairperson /Members, Child Welfare Committee

Annexure C – 1

COUNSELING THE POTENTIAL FOSTER CHILD BEFORE PLACEMENT

Fill up this form during every counseling session with the child.

1. Preliminary details:

i) Case Name :

ii) Case Number :

iii) Date :

2. Details of the case worker/counsellor

i) Name :

ii) ID No. :

iii) Other identifying information :

3. Counselled the child or the sibling group. Fill in the following;

Name: Age:

Name: Age:

Name: Age:

4. Visit to Location: address where the child was counselled:

5. Name/s of Adults who participated in visit: (relative, foster parent, staff)

6. Other Children in family/Home:

(List only gender, age, and relationship to child (birth, foster, adoptive, other)

7. Issues to be discussed in the counselling session:*(Educating prospective foster children about what they can expect from being a foster child)*

1. Does the child understand the concept and types (short term/long term/Individual / group care) of foster care?

Yes / No

(If not, explain foster care fully including the concept, the legal aspects and the key stakeholders in the process including the role of the DCPU, PO-NIC, DCPO, CWC, SFCAC, etc).

2. *How does the child feel about shifting from their current placement?*

Excited/Happy/ Nervous/ Scared/ Apprehensive/ Indifferent/ Other(if other please explain)

(If any of the above, work with the child to normalize the idea of foster care and address any concerns and mis-information)

3. Does the child know his/her rights and responsibilities as a foster child? (Obtain details if yes)

Yes / No

(Explain their basic fundamental rights surrounding their safety. What did you explain? How did they react?)

4. Does the child have any person/s in society that they wish to be connected to? (Obtain details if yes)

Yes / No

5. If the biological family of the child is available, will the child like to have a connection with them?

Yes / No

(If yes, find ways to involve them in the placement process. Did they list anyone? If yes, what is your recommendation)?

6. Recommendation of placement : Short term / Long term

Individual / Group care

7. General observations by Counsellor / Social Worker or person filling out the form.

Signature of the Counsellor / Social Worker

Date
Seal

Copy to : Chairperson/ Member, Child Welfare Committee

Annexure – C – 2

COUNSELING TEMPLATE FOR FOSTER CHILD / CARERS/PARENTS

(IN-PLACEMENT)

Fill up this form during every counseling session with the child.

1. Preliminary details:

(i) Case Name :

(ii) Case Number :

(iii) Date :

2. Details of the case worker/counsellor

i) Name :

ii) ID No. :

iii) Other identifying information :

3. Counselled the child or the sibling group. Fill in the following;

Name Age:

Name Age:

Name Age:

4. Visit of Location: address where the child was counselled:

5. Name of Adults who participated in visit: (relative, foster parent, staff)

6. Placement Type:

7. Other Children in Family / Home:

(List only gender, age, and relationship to child (birth, foster, adoptive, other)

8. Issues to be counselled

i) Are there any Cultural and ethnic considerations identified which are to be addressed

ii) Is the child being accepted into the foster parent's community? If not, why?

iii) Mental Health/Treatment Plan: Is the child in good health

iv) Have foster parents noticed any recent changes in the child's mood or behavior?

v) Does the foster parent have questions about the quality or frequency of mental health services?

vi) Attachment: Does child have concerns related to birth family or siblings or visits with them?

vii) Has the child noticed any recent changes in the mood or behavior of foster parents?

viii) How do foster parents respond to these concerns?

ix) What are the placement providers doing to maintain the connection between the child and the birth family? What has worked or not worked? What help do they need? (How frequently the child visits to his/her biological parents or when did the child last meet his/her biological parents. How did the child feel after meeting biological parents and siblings. Duration of stay with them, Who accompanied the child to biological parents)

x) Education: How is the child doing in school? Consider social as well as academic issues. What does the child or family need to increase success? If

applicable, ask about after school program or child care attendance hours.

xi) What is the child's future planning from the child's own thinking?

xii) Safety and Supervision in the foster: Does the child feel safe in the home?

xiii) Is safe and appropriate discipline being used?

xiv) Is there an appropriate level of supervision for children in the home?

xv) Child behavior and parenting skills: What's going well for this child behaviorally? Is any child displaying challenging/worrisome behaviors?

xvi) How capable & successful do foster parents feel managing child's behaviors? What's working/not working?

xvii) Who does the foster parent turn to for help and advice-friends, extended family, coworkers, church, school or others (if others, please specify)?

xviii) Does the child have social/emotional support and connections outside the home?

Summary of the issues identified:

Needs/Questions identified by child (include safety issues):

1. _____

_____

2. _____

_____

3. _____

_____

Needs/Questions identified by foster parents:

(1)

(2)

(3)

General Observations by Counselor / Social Worker or person filling out the form.

Signature of *Counselor / Social Worker*

Date

Seal

Copy to: Chairperson/ Member, Child Welfare Committee

(v) What is the physical and mental condition of the biological parent/ family member?

(vi) Has the biological parent/ family member participated in the Individual Care Planning? If not, why and are they interested in participating?

(vii) Other notes and observations:

(viii) Next Steps/ When is the next visit scheduled?:

Signature

Copy to Chairperson / Member, CWC

Annexure C - 4

MATCHING PROCESS OF FOSTER PARENT AND FOSTER CHILD

'To be filled out continuously during the matching process and submitted with a written overing letter for the match submitted to the CWC.

1. Preliminary details

   (i) Case Name/Number :
   (ii) Form Fill Date :
   (iii) Child or Sibling Group Being Matched

   Name: Age:

   Name: Age

   Name: Age:

2. Potential match information:

   (i) Name:

   (ii) Fit person declared? Yes / No (If no, why is match occurring?)

   (iii) How was this matching foster parent identified?

3. Why do the social work/ person filling out the matching format think that this is an appropriate match?

4. Have the biological family and extended relatives been ruled out, if so, for what reasons?

5. Have all safe and appropriate adults connected to the child been ruled out, if so, for what reasons?

6. If no, to both above, which other carers were considered? Why have they not been matched with the child?

7. What is the child's reaction to the foster parents during the above meetings?

8. According to the above visits, what are social worker's views about the identified risks regarding this?

9. What are social worker's plans for managing these risks?

10. Are there any additional services required to ensure that the needs of the placed child are met?

11. Where no placement is identified, what is the future plan for the child?

12. What is the final decision of the case worker?

Signature (PO-NIC)

Date:

Seal:

Copy to – Chairperson / Member, Child Welfare Committee

FORM 34

JJ RULES, 2016

RECORD OF A CHILD IN FOSTER CARE

a) Case No.: .....

b) Name of the Child.....

c) Age.....

d) Gender.....

e) Name and address of the Child Care Institution, if any, from where the child has been given for foster care.....

f) Individual Care Plan.....

g) Any other source of referral.....

h) Details of the child placed in foster care including Photograph of the child, foster care giver/parent, biological parents, if available.....

i) Details of the placement - individual or group including date and period of placement

j) Home Study Report of the biological family, where applicable with photograph

k) Home Study Report of the foster family- individual or group care, with photograph

l) Child Study Report

m) Address of the Child Welfare Committee

n) Particulars of the order of the Committee placing the child in foster care

o) Record (number and significant details) of each visit with the child, foster family, Biological family, if available and child's school

p) Record of all reviews of the placement including observations, extent and quality of compliance with Care Plan, child's developmental milestones, child's academic progress, and any changes in family environment

q) In the case of extension or termination of the placement, record of date and reason for termination

r) Date of the child being handed over to the foster family:

s) Financial assistance provided, if any

t) Name of the Case Worker appointed

FORM 35
JJ RULES, 2016

MONTHLY INSPECTION OF FOSTER FAMILIES / GROUP FOSTER CARE

Date of Visit:

Affix Recent Photo of the Child

A. Name :

B. Date of Birth :

C. Gender :

D. Date of Placement :

1. Details of Foster Parents

a) Names of the Foster Parents:

b) Address:

c) Contact Details

i) Landline :

ii) Mobile :

iii) E Mail ID :

d) Aadhar Card Number:

e) Photograph of foster family / group with child/ren

Affix Recent Photo

2. Interaction with the Foster Child

a)	Child's experience being part of the family (with reference to whether the child is properly cared for – physical, emotional and health) describe i. Health Indicators a. Parents Health b. Any record of Illness c. Any other treatment that the child is undergoing ii. Emotional	☐ Happy and Well adjusted ☐ In Process of adjusting ☐ Maladjusted
b)	How is the child performing in his studies? i. Check in relation with the grades/marks the child achieved in previous examinations, ii. Foster parents have regular conversations with the child regarding his/her studies, extracurricular activities iii. Do they attend PTA meetings?	Good/Average/Bad Yes ☐ No ☐ Some times ☐ Yes ☐ No ☐ Some times ☐
c)	i) The amount of time parents (foster) Spend with the child either alone or together with their own children. ii) How do they spend time together as a family and for what?	

	iii) Does the foster child share with the foster parent's problems he /she is facing either at home, school in the neighborhood or emotionally feeling not happy?	☐ Having conversations ☐ Dining ☐ Playing ☐ Watching TV ☐ Going to school ☐ Doing homework together ☐ Others (specify) Yes ☐ No ☐ Some times ☐
d)	Does the child get support from foster Parents' children? (do they mutually help each other)	Yes ☐ No ☐ Some times ☐
e)	Has there been any incident that made the foster child feel discriminated against?	
f)	Has there been any incident / incidents that made you uncomfortable? i. The way a foster parent/older sibling/any other member touched you.	☐ Yes ☐ No

	ii. The conversations foster parents/older siblings/any other member had with you iii. Any materials- visuals, printed you were made to watch or read iv. Were you at any time sexually assaulted or abused?* *if the answers are "yes" immediate steps should be taken to remove the child and send to a place of safety and support the child with medical and psycho- social therapy. ** Actions to be taken against the foster carers or parents according to the procedures laid down. *** Is similar treatment being meted out to their biological child also? Then the biological child should also be treated as a child in need of care and protection and appropriate action should be taken.	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No
g)	Whether the child keeps in contact with his/her family of origin (by telephone, letters, visits). Specify	☐ Yes ☐ No
h)	Have you been beaten by the foster parent at any time?	☐ Yes ☐ No
i)	Have you been spoken to in a manner that you felt humiliated?	☐ Yes ☐ No
j)	Are you made to do household chores?	☐ Yes ☐ No

k)	Are the biological children of the foster parents made to do the same household Chores?	☐ Yes ☐ No

3. Interaction with Foster Parents

a)	Parent's impressions about the behavior (emotional well-being) of the child in the family	☐ Happy and Well adjusted ☐ In Process of adjusting ☐ Maladjusted
b)	(emotional well-being) of the child in the family	☐ Happy and Well adjusted ☐ In Process of adjusting ☐ Maladjusted
c)	How do you discipline the child?	☐ Reason with the Child ☐ Scoling, Chastise ☐ Beat the Child

		☐ Other Methods (Specify)
d)	What are the behavior traits that are of concern and how do you as parents deal with them?	☐ Lack of Co-operation ☐ Lack of Adjustment ☐ Introvert ☐ Aggressive ☐ Not Communicative ☐ Any other
e)	Do you spend time together with the foster child and biological children? Describe.	Yes ☐ No ☐ Some times ☐
f)	Views on the progress of Child's education and other talents. i. Child is faring well in school ii. If the child is not faring well in school, do you seek to find out the reasons a. from the child	Yes ☐ No ☐ Some times ☐

	b. the school teacher c. Do you attend PTA meetings?	Yes ☐ No ☐ Some times ☐
g)	Do the foster parents consult the child while taking decisions on behalf of him/her?	Yes ☐ No ☐ Some times ☐
h)	How does the child show his approval / disapproval to the foster parent's decisions?	☐ Accept the decision with happiness ☐ Accept the decisions but un happy ☐ Refuse to accept the decision and shows aggressive behaviour
i)	Are the foster parents aware of the social networks of the child?	☐ Yes ☐ No
j)	Views on child's social relationship with the neighbors, school friends and teachers.	☐ Good and Regular interaction ☐ Periodic Interactions

k)	What is their plan for the child? (To be noted down)	
l)	Does the foster child maintain contact with his/her family of origin? (by telephone, letters, visits). Specify	Yes ☐ No ☐ Some times ☐
m)	Who maintains the bank account of the foster child as a parent?	

4. Interaction with biological children of the Foster Parents:

a)	The things they do together with the foster child	☐ Dining ☐ Playing ☐ Watching TV ☐ Going to School ☐ Doing Home Work together
b)	Do they have quarrels or fights between themselves and the foster child? If yes, how often, on what issues, and how do they resolve it. Please note down.	Yes ☐ No ☐ Some times ☐

c)	How do you feel when your parents show love, affection and care to the foster child?	☐ Happy ☐ Un Happy ☐ Angry ☐ Jealous

5. Interaction with the School Teachers:

a)	Information about the academic performance of the child in the school (verify with progress cards to see if the child has shown any progress)	☐ Good ☐ Fair ☐ Satisfactory ☐ Poor
b)	Teacher's observation: if the child has adjusted to his/her foster parents	☐ Happy and well – adjusted ☐ In Progress of adjusting ☐ Maladjusted
c)	Do the foster parents attend parent-teacher meetings?	

		Yes ☐ No ☐ Some times ☐
d)	Do they seem interested in the child's studies?(by enquiring about his academic achievements, his relationship with teachers and classmates)	Yes ☐ No ☐
e)	Observation on child's behavior in the school (his relationship with teachers, classmates)	☐ Happy and well – adjusted ☐ In Progress of adjusting ☐ Maladjusted
f)	Any concerns of the child in the school. If yes, give details	

6. Interaction with Parents of Origin

a)	Have the parents of origin maintained contact with their child (by telephone calls, letters, and visits? How frequently?	☐ Yes ☐ No ☐ Some times
b)	Was the child happy to meet them?	☐ Yes ☐ No

		☐ Upset while meeting them
c)	Did the child raise any issues with regard to his or her foster carers/parents/family with them?	☐ Yes ☐ No
d)	Do they have any interaction with the foster family regarding the wellbeing of the child?	☐ Yes ☐ No ☐ Some times
e)	The family's status to receive back the child	☐ Family is interested and in a position to receive back the child ☐ Family is interested but not in a position to receive back the child ☐ Family is not interested to receive back the child
f)	Received any support from the government or any other agency in helping them to receive back the child from the foster carers(If yes, give details)	☐ Yes ☐ No

7. Interaction with Neighbours

a)	Knowledge about the neighbor fostering a child.	☐ Yes ☐ No
b)	Information about the attitude and behavior of the foster family towards the child	☐ Positive and Happy ☐ Indifferent Attitude ☐ Negative Attitude ☐ Misbehavior towards foster children
c)	Observed any quarrel or issues between the family members and foster child or between neighborhood and the foster child (if yes, give detail)	☐ Yes ☐ No

Prepared by

Signature:

Designation:

Date:

Annexure D- 1

MONITORING TOOL

(For Foster Care Programme in the District)

Monthly Report to be submitted to CWC with copy to SCPS

1	What are the activities conducted by the District Child Protection Unit with respect to Foster Care Program in the District? ***Specify the type and number of cases***	
2	Number of Voluntary Organizations identified and authorized working with the District Child Protection Unit on Foster Care program? Identified Authorized	
3	What are the informations you maintain pertaining to the Foster Care Program in the district? ***Specify the types of information***	
4	Have you conducted any advocacy activities for stakeholders in the district on Foster Care Program? ***If yes, specify the nature and types of advocacy?***	1. Yes 2. No
5	Have you organized any training programmes? ***If yes, specify the nature and types of training programmes?***	1. Yes 2. No
6	Have you organized any capacity building programs? ***If yes, specify the nature and types of***	1. Yes 2. No

	capacity building programs?	
7	How many advertisements have been issued for care givers/parents to apply for foster care in the month? Is there a roster prepared for the same?	
8	Do you maintain data on prospective care givers/parents? ***If yes, give details***	1. Yes 2. No
9	How many Foster Care parents and children have been helped to link and register for an Aadhar number? ***Specify the number***	
	How do you monitor and evaluate the Foster Care Program in the district? ***Specify also the frequency at which you monitor.***	
10	Have you recommended to terminate any Foster Care placement to the Child Welfare Committee for one or more reasons? ***If yes, number of cases?*** ***Reasons***	1. Yes 2. No
11	Have you recommended any cases for extension of Foster Care Placement ***If Yes, Specify the number of cases*** ***Reasons***	1. Yes 2. No

14. Any Other Comments

15. Observations by the Dist. Child Protection Officer

Signature of the DCPO
Name

Annexure – D – 2

MONITORING TOOL

(Investigations and Interventions for Complaints by children of Maltreatment, Exploitation and Abuse)

A	**Interaction with DCPO**		
1	Do you maintain a logbook on complaints received regarding foster care issues?	1. Yes 2. No	
2	No of complaints registered (specify the number according to complainants) Number of complaints registered (specify the number according to the persons who registered the complaints)	**Complainant** Foster child - Foster parents – Biological parent- Neighbour- DCPU- DCPO – SFCAC – CWC – SAA – Childline – Advocate – Teacher – (Others Specify) -	**Number**
3	Nature of complaints received (specify the nature and number)	**a.** Allegation of abuse **b.** Criminal offence **c.** Social worker not visiting foster homes **d.** Complaint regarding CPO	

		e. Poor facilities (eg. lack of food etc) **f.** **S**exual Abuse **g.** Using as Domestic Worker **h.** Being forced to earn money **i.** Others
4	Number of complaints on which action has been taken by the Protection Officer (non-institutional care)	
In the case of a complaint against Child protection officer (non-institutional) who takes the responsibility for taking action?		
Nature of the actions taken in various cluster of cases		
Status of the complaints registered		
Number of complaints Resolved		
Number of complaints pending		
Number of complaints in process		
Number of cases requiring follow up		
Number of complaints pending for action		

6. Any other Issues

7. Other observations by the Evaluator

Signature
Name

Annexure – E- I

COMPLAINT FORM

Date:

i) Name of the person filing Complaint:

ii) Address:

Phone Number:

iii) Details of the child? If known

a) Name:
b) Gender:
c) Age:

iv) Who are the Child's Foster Parent(s): (if you know these answers, fill in as much information as if possible):

a) Name:
b) Address:
c) State:
d) Pin code:
e) Phone no:
f) E-mail address

v) Details of the nature of Complaint: (i.e. foster child being abused, social worker not visiting the foster home, etc.)

.....

.....

.....

.....

.....

.....

vi) Request (action/ response/ outcome).

.....

.....

.....

.....

Yours sincerely

(Signature)

Complaint can be made to any of the following:

Chairperson/ Member, Child Welfare Committee
District Child Protection Officer
Department Concerned of District Administration

Annexure E - 2

INVESTIGATION FORM

The Foster Care Complaint Template should be attached to this document

1) Complaint Received (date):

2) Name of the person who received the complaint:

3) Complaint was received at the office of:

4) Complaint number given:

5) Name& designation of the person given charge of the investigations:

6) Action Taken:

7) Result of Action:

8) Follow up action:

9) Who is responsible for follow up:

10) Date of follow up:

11) Date(s) of subsequent follow ups:

For immediate needs and suspected child abuse or neglect call Childline at 1098 right away or the police

Signature

Incharge of Investigations

Annexure-F

CASE VISIT TEMPLATE

1. Preliminary details:

   i) Case Number:

   ii) Child name:

   iii) Visit Date:_____/_____/ _____

   iv) Name of Foster Parent(s):

   v) Names of Other Adults Living in Home and with whom the Outreach worker or PO (NIC) interacted:

      A.

      B.

      C.

2. Observations:

   i) Changes in the household:

      Comments:.....

      .....

      .....
      ..

      .....
      ..

   ii) Relationships in the foster family:

      Comments:.....

      .....

      .....

.....

iii) Cultural and ethnic considerations :

Comments:.....

.....

.....

iv) Social support and respite:

Comments:.....

.....

.....

v) Services and training

Comments:.....

.....

.....

vi) Safety and supervision in the foster home:

Comments:.....

.....

.....

vii) Child behaviors and parenting skills:

Comments:.....

.....

.....

viii) Schooling / education of child:

Comments:.....

.....

.....

ix) Physical and mental health status/needs of child and foster family:

Comments:.....

.....

.....

x) Visits, interactions with birth family, and shared parenting:

Comments:.....

.....

.....

xi) Did you spend time speaking privately with the child? □ Yes □ No

xii) If no, give reason

Prepared by..... (Outreach Worker / PO(NIC)

...../...../……..(Date)

Annexure G

IEC MATERIAL

1. The challenges of being a care giver/ parent

Separation from family is one of the most upsetting events that can be experienced by a child. Therefore, becoming a care giver/parent has many challenges and requires a high level of commitment. Children who have suffered abuse and neglect can display a range of challenging behaviours and require a high level of physical, emotional and social support.

Other Challenges may include

- Issues with DCPU;
- Inadequate support during emergencies;
- Experiencing stress when dealing with children's complex needs;
- Lack of information and/or training to address problematic behaviors or health issues;
- Inadequate financial resources for children with special needs;
- Difficulties dealing with birth parents or issues between the child and the birth parent;
- Saying good bye when a child or young person is reunified or moved to another foster placement;

2. Helpful tips for care givers/parents

Below are some helpful tips that will help the care givers/parents in dealing with the challenges of foster caring:

- Get to know the child in your care;
- Identify their strengths and areas of need;
- Be aware of any special requirements of the child;
- May set boundaries and daily routines (eg. meal times and bedtimes). However, these may need to be introduced slowly to allow time for the child to settle in and familiarise with the new family;

- Be patient when a child tests you to find out if you are genuine or patient enough;
- As much as the situation permits, you need to be very understanding and show the child that they can trust you;
- If you have children of your own at home, the foster child would need to be adequately looked after and assured that they are welcome in the family;
- When deciding on becoming a foster parent, it is important to consider how your family would feel about it and when possible, involve them in the decision-making;
- When accepting a placement, it is important that you discuss with your case worker the potential issues that may occur, so you can have realistic expectations of the foster child. It is also important to maintain ongoing contact with your case worker;
- It may help to join a foster parent support group, if available so you can access local services as well as information resources. If there is no local group available, your case worker might be able to refer you to an online support network.

3. Rewards of being a foster parent

Being a foster parent can be very demanding and exhausting. However, there are also rewards such as:

- Being instrumental in keeping children safe and helping them to reach their full potential;
- Being a highly valued and contributing member of a caring team;
- Expanding your social and personal contacts;
- Enhancing your own parenting skills and knowledge while helping other; parents to develop new ways of relating to children

ANNEXURE-H

MEDICAL EXAMINATION REPORT OF THE CHILD

A duly registered physician should complete the report. If any information is not available, please state "Not Available".

Registration No.

Health Status: Normal/Special Need

Name of the Institution

A. General Information

1. Name of the Child :

2. Date of Birth / Age :

3. Sex :

4. Place of Birth :

5. Nationality :

6.Name of the Present Institution : Placed since:

7. Where has the child been staying?

With his or her mother	:	From	To.....
With relatives	:	From	To.....
In private care	:	From	To.....
In institution or hospital	:	From	To.....

B. Medical Details

1. Has the child had any diseases during the past? (if yes please indicate the age of the child in respect to each disease, as well as any complication):

Yes or No or Do not know

2. If yes:

Children's ordinary diseases (whooping cough, measles, chicken-pox, rubella, mumps):

Tuberculosis:

Convulsions (incl. Febrile convulsions):

Any other disease:

Exposure to contagious disease:

3. Has the child been treated in hospital?

Yes or No or Do not know

4. If yes state name of hospital, age of child, diagnosis, and treatment:

C. Medical Examination Details:

1. Date of the Medical Examination

2. Colour of hair:

3. Colour of eyes:

4. Colour of skin:

5. Through my complete clinical examination of the child I have observed the following evidence of disease, impairment or abnormalities (in case applicable):

(i) Head (form of skull, hydrocephalus, craniotabes)

(ii) Mouth and pharynx (harelip or cleft palate, teeth)

(iii) Eyes (vision, strabismus, infections)

(iv) Ears (infections, discharge, reduced hearing, deformity)

(v) Any dysmorphic facies? If yes, describe

(vi) Organs of the chest (heart, lungs)

(vii) Lymphatic glands (adenitis)

(viii) Abdomen (hernia, liver, spleen)

6. Are there any symptoms of syphilis in the child? Result of syphilis reaction made (date and year): Positive or Negative or Not done

7. Any symptoms of tuberculosis?
   Result of tuberculin test made (date and year): Positive or Negative or Not done

8. Any symptoms of Hepatitis B?
   Result of tests for Hbs Ag (date and year): Positive or Negative or Not done

   Result of test for anti-HBs (date and year): Positive or Negative or Not done

   Result of tests for HBeAg (date and year): Positive or Negative or Not done

   Result of tests for anti HBe (date and year): Positive or Negative or Not done

9. Any history of Jaundice and blood transfusion?

   Results of tests for HBsAG (date and year)?

If positive, whether specialist consultation taken (yes/ no, date and year); and further tests/ treatment undertaken (attach a copy of the documents)

10. HIV Test (refer to Standard Medical Test at Schedule IV)

HCV (Hepatitis C) (refer to Standard Medical Test at Schedule IV)

11. Does the urine contain:

Sugar?

Albumen?

Phyenylketone?

12. Stools (diarrhoea, constipation):

Examination for parasites: Positive or Negative or Not done

13. Is there any mental disorder or retardation of the child?

14. Give a description of the mental development, behaviour and skills of the child.

15. Any additional comments?

Note:

(i) Refer to Infants between 1 month to 1 year of age in Section 'B' of Medical Test in Schedule IV.

(ii) Refer to Age 1-3 years and more than 3 years of Medical Test in Schedule IV [paragraph (C)].

D. Report concerning the psychological and social circumstances of the child (wherever required, assistance may be taken from special educator, physiotherapist, speech therapist and the social worker)

General level of activity:

1. Active 2.Overactive 3.Not Very Active

General Mood:

(i) Sober

(ii) Emotionally indifferent

(iii) Fussy, Difficult to soothe

(iv) Happy, Content

In case of special needs child, specify the Category of the child.

Overall observation of the Child:

Signature of the Examinee Physician

Designation and Registration No.

Stamp:

Date:

E. Acceptance of Medical Examination Report by Prospective Adoptive Parent(s)

We have read and understood the contents of the Medical Examination Report and are willing to accept _____ as our adoptive child.

Signature of the Male Applicant	Signature of the Female Applicant
(Name of the Male Applicant)	(Name of the Female Applicant)
Date:	Date:
Place:	Place:

STEPS TO BECOMING A FOSTER CARER

Step 1	Study the Information / Advertisement	• It will contain basic information about being a foster carer • After you have read the material and you want to find out more, you should attend an information session • If you are unsure if you would be suitable or eligible as a foster carer, call the office of the DCPU
Step 2	Attend an information session	• At the **information session** you will meet the concerned Officer in the DCPU. You will have the chance to ask questions and find out about different types of fostering
Step 3	Expression of Interest	• Once you and your family have decided to take the next step, complete an application form and return it to DCPU
Step 4	Home Visit	• A person from the DCPU team will call you to fix a time to meet you and your family at home. This is a chance for us to learn more about you and have a look at your home. For you, it is an opportunity to hear more about fostering. If you still want to go ahead, the worker will leave you an application (HSR) form.

Step 5	Screening	• The application form should be sent to the office of DCPU. The form asks for background details of you and your family. • Part of your application includes giving DCPU permission to carry out police and Department checks, contact referees, and get a health report from your doctor.
Step 6	Assessment	• The assessment starts after DCPU have received some of the screening information. Someone from DCPU will visit you and your family several times at your home. • You will decide, with the DCPU, what type of foster care you wish to do, and what age and sex of child would fit best with your lifestyle. • DCPU will assess your readiness to become a foster carer and your ability to: o work as part of a team; o respond to a foster child's emotional, educational, psychological and physical needs; o provide a safe home, free of abuse; and o take the responsibility to learn and develop as a carer.
Step 7	Training	• You will need to attend preparation training sessions. • At these sessions you will learn about why children enter into foster care and the issues that they experience, as well as the roles and responsibilities of yourself and other partners.
Step 8	Approval	• The DCPU staff will submit a report to the CWC and SFCAC, who, in turn, will make a recommendation about your suitability as a foster carer. • If you are approved, you will get a letter and be asked to sign an undertaking with the CWC. • This whole process can take about three months. It might seem a long time, and a bit intrusive, but we need all this information to make sure that you are suitable, safe and able to look after other people's children. • If you are not approved, there are still ways you can help. You may be able to assist as volunteer in other ways

EXPLANATORY NOTES ON COUNSELING OF POTENTIAL FOSTER CHILD

1. Counselling should be conducted as per the child's understanding level and he/she should be informed of a foster placement which might happen in their lives. The person involved in the foster care process should be introduced and the children should be encouraged to share their feelings surrounding this process. **The child's safety and best interest should be the most important consideration in this process.**

2. **Objectives of counselling session:**

   - To begin educating prospective foster children about what they can expect from being a foster child;
   - To minimize traumatic effects on a child as a result of being removed from their previous familiar environment;
   - To assure safety and quality of care that a child will receive as his/her right;
   - Guiding notes:

3. Guiding notes:

   1. Does the child understand the concept of foster care?

      Yes No

      (If not, explain foster care fully including the concept, the legal aspects and the key stakeholders in the process including the roll of the DCPU, PO-NIC, DCPO, CWC, SFCAC, etc.)

   2. If the child wants to be connected to anyone in society, make sure they are part of this process if safe and appropriate for the child. The identified people are the first potential foster parents. However, they shall follow the said procedure of being a foster carer/parent. Please list all connections the child mentions. Sometimes drawing pictures about their "circle" of people can be very helpful. Ask them to draw a house or their community and ask who is in the circle and who is not. Who have they listed?

EXPLANATORY NOTES ON COUNSELING BIOLOGICAL FAMILIES OF FOSTER CHILDREN

Meetings with biological families of foster children should be done by the foster parents with support from the case worker as per need. **The child's safety and best interest should be the most important consideration in this process.**

A foster parent should remember that for a child, contact with birth family is their connection to identity. Evidence based research shows that when children feel a connection to their roots, regardless of the safety and conditions of their biological family, they feel a connection to life. This is an important connection to maintain when safe and appropriate. Biological families should not be made aware of where a foster family or foster child lives.

They should meet at the CWC, DCPU or case manger's agency under supervised visits to prevent negative impact on foster family. (eg. may extort money from foster family)

EXPLANATORY NOTES ON CONDUCTING CASE VISIT

Prior to the visit, review records and list below items identified for follow-up at last home visit. Use this list as a prompt during discussion with the foster family.

During this visit be sure to follow up on the top priorities from the last visit. Below each topic area are guiding questions you may wish to use. These questions are merely suggestions, not a script. Please use a piece of paper to fill out comments as per each of the below categories but also use your own questions as per the family situation.

Discuss the topic areas below in a way that is natural and conversational. It is mandatory to cover each topic and make comments in the comments section.

1. Foster carer/parent home

(i) **Changes in the household:** Is anyone new living in the house, staying temporarily or spending most of his/her time here? New job or financial status?

(ii) **Relationships in the foster family:** How are the children getting along? What about relationships between adults and children? Between adults? What's the greatest source of conflict in the family? How are issues resolved?

(iii) **Cultural and ethnic considerations:** What are foster parents doing to learn about honor, and maintain connection to the original culture(s) of the children placed in their home? Do they have any questions or need information about the child?

(iv) **Social support and respite:** Who does the foster family turn to for help and advice i.e., friends, extended family, co-workers, community, religion, school? Does the child have social/emotional support and connections outside the home?

(v) **Services and training:** What resources/referrals are needed for child or other members of foster family, i.e., child care, substance abuse, etc.? What skill would the foster parent or child in foster care benefit from learning/enhancing right now?

(vi) **Safety and supervision in the foster home:** For example, does the child

feel safe in the home? Is safe and appropriate discipline being used? Is there an appropriate level of supervision for children in the home? Does the community accept the child living in the home; are there any dangers therein?

(vii) **Child behaviors and parenting skills:** Is any child displaying challenging behavior? How capable and successful do foster parents feel in managing the child's behavior? What's working/not working?

(viii) **Schooling/ Education of child:** How is the child doing in school? Consider social as well as academic issues. What does the child or family need to increase success? Are they taking tuitions?

(ix) **Physical and mental health status/Needs of child and foster family:** Is the child in good health? Does the child have unmet or ongoing medical needs? Have foster parents noticed any recent changes in the child's mood or behavior? Does the child or foster parent have questions about the quality or frequency of mental health services? Is anyone else in the home having medical or mental health problems?

(x) **Visits, interactions with birth family and shared parenting:** Does child have concerns or needs related to birth family or visits with them? How do foster parents respond? What are foster parents doing to maintain the connection between the child and the birth family? What has worked or not worked? What help do they need?

(xi) ***If they have done fostering earlier too, how well the child had integrated into the family? What is he/she doing now? Interaction with that child will reveal many facets of the foster care giver/parent's personality.***

EXPLANATORY NOTES ON CONDUCTING HOME STUDY

1. **Description of a preferred child**

   The type of child, the foster-carer would consider (To be filled after a full discussion with the Foster-carer);

2. Give Details of:

   - Personalities;
   - family life;
   - experiences;
   - specific qualities of the family that can match with a child's needs.

Note: (The details should facilitate initial identification of a potential match of a family with a specific child.)

3. A Home Study Report of the foster care giver(s) being a crucial document being prepared by the social worker of the Specialized Adoption Agency/ CCI/DCPU based on the information collected and should broadly include the following information:

   - Social status and family background;
   - Description of the home;
   - Standard of living as it appears in the home;
   - Current relations amongst the members in the home;
   - Status of development of the children already in the home;
   - Employment and economic status;
   - Health details;
   - Details of facilities of education, medical, vocational trainings available in the neighborhood;
   - Reasons for wanting a child in foster care;
   - Attitudes of the grandparents and other relatives;
   - Anticipated plans for the foster child;
   - Legal status of the foster care giver(s);
   - Willingness to undergo training.

4. DETAILS OF APPLICANT(S)

Background:

- Family structure with details of parents and siblings;
- **S**ignificant details of other family members, childhood experiences.

Relationships:

- Length of married life;
- What qualities does each applicant bring to the partnership?
- What makes the relationship positive for each other?
- Within the relationship how do applicants cope with problems/stress/anger?
- How do applicants support each other?
- What is each applicant's assessment of how the foster placement will affect his or her relationships?

(This can be understood after several such visits and interactions)

Decision making:

- How is decision – making exercised in this relationship and how does each of the applicants view this?
- Is there wider extended family involvement in the couple's decision-making process?
- If so, how will this affect the child to be placed?
- What are the strengths and vulnerabilities of this partnership?
  - **(a)** Children;
  - **(b)** Children and their parents' relationship;
  - **(c)** Children's attitude and readiness for a foster placement sibling;
  - **(d)** Describe each child and their temperament, any special talent and need, how children have been involved in preparation.

Applicants support networks:

Give a general picture of support systems currently used by the applicants including extended

- Family;
- Friends;
- Neighbours;
- Religious activities;
- Community groups;
- Include details of the location etc.

Other significant members of the family:

- Living in the house or not;
- Their relationship to the applicants;
- How much time they spent within the home?
- Their attitude to the proposed placement?
- How important is their acceptance of placement to the applicant?

Description of the family life style:

- Outline what family considers important e.g., how important are religious & cultural practices?
- How is affection shown in the family?
- How do the members spend their time?
- What expectations do the family members have with regard to personal space?
- What value is placed on education/hobbies and leisure activities that the whole family undertakes?

Parenting capacities:

- Experience of the applicants of caring and working with children;
- Describe their adjustment to parenthood;
- What is their understanding of how children develop?
- Using their own childhood experiences, what patterns of parenting would they repeat and what would they change?
- What is their understanding of their own parenting strengths/potentials and about their parenting skills to meet the needs of individual child;

- To what extent they would expect other family members to be involved in parenting of their children/placed children;
- How will they ensure that a child will be safe from physical/ sexual abuse in their family and within wider support networks?

Managing Unacceptable Behaviour:

- What are the rules in the household?
- How do the applicants show approval/disapproval?
- What are the discipline measures they use?
- Their attitude towards punishment?
- What do they anticipate would be the issues and difficulties for the child?
- Which changes do they anticipate would be needed in their lifestyle?

Social workers assessment:

It should provide an analysis of all the information collected through the format and its significance with regard to the capacity of the applicant to carryout fostering task:

What skills do the applicants have in relating to and working with children?

How will the applicant work with the agency, and biological parents? What are the strengths and resources of the applicants, which are the areas and where they may experience difficulty? Also the point of disagreement between the social worker and the applicants should be recorded here.

EXPLAINATORY NOTE ON COMPLAINTS AND INVESTIGATIONS

Who can make a complaint?

A complaint can be made by anyone, including the Foster child, Foster parents, District Child Protection Unit, District Child Protection Officer, Protection Officer-Institutional Care, Protection Officer-Non Institutional Care, Sponsorship and Foster Care Approval Committee, Child Welfare Committee, Specialized Adoption Agencies, Childline, Advocate, Juvenile Justice Boards, SAA appointed Social

Worker, teacher, family member, Foster Parent(s), member of the public, or member of NGO/agency.

How is the investigation conducted?

Complaints are registered through the **Foster Care Complaint Template** that can be filled out by anyone. This Template is submitted to the District Child Protection Unit, Child Welfare Committee, Specialized Adoption Agencies and Sponsorship and Foster Care Approval Committee by stamped post of the foster child's current District of Jurisdiction. The Child Welfare Committee and the Sponsorship and Foster Care Approval Committee shall conduct either by itself or through District Child Protection Unit, a periodic review of the placement in the best interest of the child and take appropriate action including extension or termination of the foster care placement). The Protection Officer – Non Institutional Care is responsible for any complaint and the processing thereof unless the complaint is about the Protection Officer, Non-Institutional Care. If so, the complaint should be addressed directly to the Child Welfare Committee. Protection Officer, Non-Institutional Care or the Child Welfare Committee must forward the initial **Foster Care Complaint Template** and **Foster Care Complaint Covering Letter** to their reporting officer within 24 hours and a report within two(2) week of receipt of complaint to their reporting officer as per the **Foster Care Complaint Investigation Template**.

If the complaint does not warrant an investigation as determined by the Protection Officer –Non Institutional Care or Child Welfare Committee, follow up to the complaint will be done by:

1. Informal interview with the foster care givers (and others) in their home with notes taken by the interviewer or by a more formal interview at the home with a written record of the discussion.

2. In case an allegation of abuse is determined the Protection Officer – Non Institutional Care or Child Welfare Committee will interview the carer(s), the foster child and the complainant (if it is someone different). Others who may have relevant information may also be interviewed.

3. If the complaint is regarding a criminal offence, a Police Officer will undertake

the interviews.

4. A decision may be reached at any stage of the investigation that the child should be removed from the foster placement if they are considered to be at risk of significant harm. Such a decision should only be made after very careful consideration by the Protection Officer, Non-Institutional Care or Child Welfare Committee, and should reflect the paramount concern to protect and promote the best interest of the child. The removal of a child from a home can be only be done with Child Welfare Committee approval.

What happens when the investigation is completed?

The Protection Officer, Non-Institutional Care or Child Welfare Committee is responsible for ensuring that their reporting officer and the foster care giver(s) are informed in writing of the outcome of the investigation. The Child Welfare Committee will be responsible for informing the child and his/her biological parents of the outcome of the investigation.

A record of the complaint and the investigation outcome shall be maintained in the foster care givers' file.

If the foster care givers who have been investigated regarding a compliant are dissatisfied about the way the investigation was handled, they will be offered the chance to make a complaint through the same procedure.

Steps of investigation visit

In case of a complaint, on a visit from the Protection Officer, Non- Institutional Care or Child Welfare Committee:

- The first step of the investigation should include an assessment of the foster home environment, neighbourhood and the foster child's daily activities
- Educational, psychological and behavioural information of the child should be obtained from the school attended by foster child (if educational complaint)
- A thorough medical examination of the foster child should be carried out (if medical complaint or abuse complaint)
- The person who has made the complaint should also be interviewed

- If the investigation reveals that the foster child is unable to adjust in the placement, he/she should be given special counselling and should be kept under observation for maximum six(6) months through continuous follow-ups before a final decision.

- If the situation is not resolved, the Child Welfare Committee shall issue the order for the relocation of the child from the placement.

- If the complaint of abuse of the foster child by the foster parents is deemed to be true, the child should immediately be taken into protection.

- The child should be presented before the Child Welfare Committee and an appropriate order for relocation should be issued.

- Foster parents who have been found guilty of abuse shall be subjected to legal action and shall be blacklisted for future placements.

- In case a foster family is intentionally deemed fit person under false or dishonest pretences, then the personnel responsible (the person conducting home study or the CWC) be subjected to legal action.

In the case of death of foster child or foster parents:

- In the case that the foster child is suffering from any serious illness, the Protection Officer, Non-Institutional Care shall provide this information to the biological parents/ Guardian / Child Welfare Committee / Special Juvenile Police Unit.

- In case of the death of a foster child, all efforts shall be made to generate the death certificate and post mortem report within 24 hours.

- Upon receiving the death certificate, the District Child Protection Unit shall immediately inform the competent authority and Child Welfare Committee.

- In case of death of foster parents, the child should be relocated to a recognized children's home or returned home to his/her biological family.

Considerations:

The best interest of the child should always be considered paramount. The aim of the investigation should always be to resolve the case as soon as possible and protocol should incorporate timelines. For example, if the nature of the complaint is deemed serious then the child should be removed from the placement within a certain number of hours and an emergency care should be prepared within 24

hours.

It is crucial that every person connected with the foster care program understands child abuse, as well as his/her role and responsibilities in protecting children in the program. All stakeholders responsible for implementing the Child Protection Policy should undergo a rigorous training and have a certification followed by periodic refresher program.

Child abuse to be categorized as severe, moderate and mild depending on the intensity and seriousness of the case and reporting formats developed for this. All cases of abuse (mild, moderate and severe) should be reported to the CWC and course of action should be determined by Child Welfare Committee.

In all cases of suspected or proven child abuse or neglect, the focus is placed on safeguarding and protecting the child. At the same time, healing measures are provided and the protection of all persons involved is guaranteed. The affected persons receive the necessary counselling and support. A quarterly report on all abuse cases to be submitted by the implementing partner to District Child Protection Unit.

Children's participation should be given importance and they should be empowered to speak up against all forms of abuse, acting as agents of self- protection and the protection of their peers.

For immediate needs and suspected child abuse or neglect call Childline at 1098 right away or the police at_____.

A. R. ANURADHA,
Principal Secretary to Government.

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